



## **STUDENT HANDBOOK 2018 - 2019**

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3555 10<sup>th</sup> Street  
Marion, IA 52302

Telephone: 319 447-3130

Welcome to Excelsior Middle School! We look forward to working with you as we continue our tradition of excellence.

**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 MS

Student name \_\_\_\_\_

## 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 requested 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 90 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 may 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

As per handbook:

**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 10:30 a.m. 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.

### **COLLECTING HOMEWORK**

If a student has been absent for **2** or more days, the parents may request that the attendance office collect homework for the student to do at home. This request needs to be done by 9:00 a.m. to be ready by end of school day. IT IS NOT DONE AUTOMATICALLY.

## **ABSENCE & PARTICIPATION IN SCHOOL FUNCTIONS**

Students absent all day due to ILLNESS WILL NOT be allowed to participate in a school function/activity that evening. Students absent a portion of the day will consult the administration for clearance to participate in a school function/activity that evening.

## **SCHOOL HOURS**

The school day is from 8:00 to 2:45 p.m. Walk-in students are asked not to arrive at school prior to 7:45 a.m. All students should be out of the building by 3:00 p.m. unless they are staying for an instructor or an activity.

## **BEFORE SCHOOL - "HANG-OUT" AREA**

Middle school students will "hang-out" in the cafeteria and large gym. Other areas are open only with staff supervision and/or appropriate pass from teacher.

## **TELEPHONE**

Excelsior Middle School has a phone in the front foyer that may be used by students. It is to be used for emergency reasons only.

The guidance and main office phones are for business only. Parents may call the school (447-3130) in case of an emergency and leave a message for students. Students WILL NOT be called to the office for a telephone call unless an emergency exists.

## **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. Visitors will be escorted to the location by a Linn-Mar staff member.

## **LOST AND FOUND ITEMS**

Students should inquire at the office regarding items they have lost or misplaced. Any article that is found should be placed in the office. The physical education department also has a lost and found area for articles that have been left or found in the gym, locker rooms, and athletic areas.

## **LOST/DAMAGED TEXTBOOKS**

Students issued textbooks will be given the opportunity to submit a damage report on the book prior to using the textbook. At the end of the school year the textbook will be assessed for damages not listed on the original damage report and appropriate fines will be assessed. If a student loses a textbook the teacher will issue a new book if available. The student will be responsible for the cost of the lost book plus any damages to the newly issued textbook.

## **STUDENT LOCKERS**

The office will assign lockers to students to be used for the entire school year. DO NOT GIVE THE COMBINATION TO ANYONE. Students are expected to keep the lockers NEAT and CLEAN. There should be NO large bags of candy or food stored in locker. Students should keep their books and materials in the locker assigned to them and NOT SWITCH to different lockers during the year. All lockers have locks installed in them, which work with a combination. Directions on how to operate the locker combination are: Turn right two whole turns; stop at the first number; turn left one whole turn past the first number; stop at the second number; turn right and stop at the third number; lift handle.

## **STUDENT SCHEDULES**

Student schedules are generated according to required courses and student choices related to music, math, and foreign language. Changing a schedule or team assignment is discouraged and must be approved by the middle school principal. To request a change, the request must be submitted to the middle school principal in writing explaining the reason for the request. Submitting a request means it will be given consideration; however, due to many factors it is not guaranteed.

## **FIRE DRILLS, SAFETY, AND DISASTER ALERT DRILLS**

Periodic drills will be held to acquaint students with the possible dangers of fire, tornado, intruder(s), etc. and precautions taken when these emergencies occur. When the fire alarm sounds students should leave the room as quickly as possible, WALK, and follow the directions that are posted in each room throughout the building. In case of an intruder(s), students will follow ALICE procedures that will be practiced throughout the year.

When the disaster alert alarm sounds students should leave the classroom immediately and move to the designated areas in the building marked as disaster alert shelters. Students should move quickly and quietly to these areas and remain there until an all clear signal is given. It is very important that students check these posted evacuations. When students are moving to the areas posted, they must move quickly **WITHOUT RUNNING AND STAY QUIET**, so that if directions need to be given, all students can hear directions. In the event of a disaster alert while students are outside the building, they should take cover to protect themselves from the dangers involved. The Linn County Civil Defense Department has indicated that the following areas listed are safe during the alerts: locker rooms, lower level halls, and restrooms.

## **EXCELSIOR MIDDLE SCHOOL EXPECTATIONS**

### **STUDENT BEHAVIOR**

All students are expected to behave in a positive fashion. Each student must be committed to assuming a strong responsibility in observing the rights of others, for maintaining a positive school image, and for staying informed of and adhering to school rules.

The violation of school rules can result in internal (ISS) and external (OSS) suspension, expulsion, referral to law enforcement agencies, or other appropriate action. Disciplinary action can result, but shall not be limited to the violation of rules listed here:

1. The distribution, dispensing, manufacturing, possession, use, or being under the influence of beer, wine, tobacco, or other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol, or controlled substances by students. Furthermore, any student who is under the influence of alcohol or drugs is subject to disciplinary action.
2. Damage, destruction, or theft of school property and/or personal property.
3. Profanity, verbal or physical abuse, fighting with a person, or assaulting a person at school or at school activities.
4. Possession, handling or transmission of weapons or dangerous instruments or any look-alike object that could be considered a dangerous weapon.
5. Failure to abide by a reasonable request of a staff member. (insubordination)
6. Disruption of school and/or school activities, which includes keeping your hands and feet to yourself at all times.
7. Repeated failure to attend school without reasonable and acceptable excuses or repeated failure to make up detention.
8. Repeated school violations.
9. Engaging in any unlawful activity.
10. Unsportsmanlike conduct involving visiting schools, their representatives, or officials.
11. Displays of affection.
12. Lying, deception, obstructing justice, and/or plagiarism.
13. Any violation of the district harassment policy.
14. Any violation of the building humiliation/bullying policy.

These rules apply to all school sponsored activities as well as the regular school day. Any student under an OSS disciplinary action may not participate or attend practices, games, or any district wide activities.

### **AGENDA (6<sup>th</sup>/7<sup>th</sup>)**

Students at Excelsior Middle School are expected to possess an agenda and use it for listing assignments, using passes, and learning study skills. The purpose of the agenda is to help students be self-directed learners by teaching them responsibility, organization, and task completion.

Students are required to read and sign the Excelsior Student Handbook, which is located in the front of the Agenda. A parent or guardian is also expected to read and sign the handbook.

Each student receives one agenda upon registering as a student. Since the agenda is provided to every student at no charge, students are limited to one. Additional agendas may be purchased in the guidance office at a cost of \$5.00 per agenda.

## **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 turned off completely (powered down) and kept out of sight during the school day, including head phones and ear buds.**

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 are 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. Students must possess an ID card 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 must possess a current year ID card in order to:
  - a. Be in class
  - b. Move between classes and to the restroom
  - c. Buy lunch
  - d. Borrow library books
  - e. Purchase items from school store using their PBIS points
2. **Students are encouraged to wear their ID 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. Staff may conduct ID checks at their discretion.

**Consequences for not displaying/possessing School ID could include:**

Dismissal to lunch after all those with ID's have been served

Phone call home by Administrator

Lunch Detention

1 Day After School Detention (ASD)

Parent meeting

Block detention

**NOT ALLOWED AT SCHOOL**

1. Aerosols (Deodorant, Body Spray, Hair Spray etc...)  
Chains (Wallet)
3. Skateboards/scooters/roller blades/Heelys
4. Laser pointers etc...
5. Gum (at teacher discretion)
6. Any other items that would distract from the instructional environment

**THE FOLLOWING ITEMS ARE ALLOWED AT SCHOOL, BUT MUST BE KEPT IN A LOCKER DURING THE SCHOOL DAY (7:55-2:45).**

1. Backpacks
2. Book bags/purses/handbags
3. Coats/jackets/hats
4. Snacks – must be an individual snack and must be eaten only in the classroom, not in the hall or from the locker.

**HALL/NURSE'S PASSES**

Students are expected to use the passes in their agenda to use the restroom, go to their locker, use the library, go to

the office, or any other time they leave class. Students who take medication will do so in the nurse's office. They will be expected to obtain a pass from the nurse and show their teacher. Passes can only be issued by a staff member and students are expected to use the most direct route to and from the destination stated on the pass.

**CLOTHING**

Hats, caps, or other headwear may not be worn inside Excelsior Middle School without permission from administration for medical or religious reasons.

Clothing which contains beer, cigarette/tobacco, and/or drug advertisements, illustrations, or wording is not allowed at Excelsior Middle School. Wearing clothing of this nature may result in disciplinary action. Given Linn-Mar's commitment to drug, alcohol, and tobacco free schools, we feel allowing clothing of this nature sends an inconsistent message to our students, staff, and community.

Sexually suggestive/revealing clothing or clothing which contains sexually suggestive statements, illustrations, or innuendoes is not allowed at Excelsior Middle School. Wearing clothing of this nature may result in disciplinary action.

Given Linn-Mar's commitment to harassment free schools, we feel allowing clothing of this nature sends an inconsistent message to our students, staff, and community. All staff members have the right to question any clothing, which causes a distraction or disruption to the school environment. (Policy #502.9)

## **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.

**Welcome to your library! Let the ADVENTURE Begin!**

## **PBIS Positive Behavior Intervention Support System Excelsior EXcellence = Responsibility, Respect, Integrity PBIS Mission Statement**

The mission of the Excelsior Positive Behavior Intervention Support System (PBIS) is to create common language and consistent expectations for positive staff and student achievement across Excelsior.

### **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.



## Expectations by Settings

| Areas:                                     | Responsibility  | Respect  | Integrity  |
|--|---|--|--|
| Bathrooms<br>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<br>Extra Curricular<br>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>                   |

### 5 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.
- C. 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.
- D. 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.

## **EXPECTATIONS FOR PHYSICAL EDUCATION, BAND, ORCHESTRA AND VOCAL**

### **PHYSICAL EDUCATION**

The physical education program aims to give each student the opportunity to participate in physical activities that will result in a better student, physically, mentally, and socially.

Physical education is a part of the total school program. The school has a right to request a written order from the family doctor, and okayed by the school nurse, if the student is to be excused from physical education for longer than two days.

Students must furnish their own uniform and make sure they are taken home and washed at least once a week.

Personal heart rate monitor straps may be purchased for \$16. (optional but recommended by instructors).

Recommended uniform requirements for Middle School are outlined in the school registration materials.

A student should have warmer clothing in their physical education locker for cool days. (Example: sweat pants, sweat shirts, jacket, and extra socks.)

Locks and lockers will be provided for each student. **ONLY** school locks are acceptable. If locks are lost, students will be charged \$6 to replace them.

If your son or daughter must use an inhaler during physical activity, please remind them that they must have it in class with them at all times.

Please understand that our activities are safe and very healthy, but as with any physical activity there is always a risk of injury. Please remember that safety is our number one concern.

### **BAND AND ORCHESTRA**

Band and orchestra are open to students who are presently playing a band or orchestra instrument. Any student wishing to begin an instrument should visit with a director for further information.

Rehearsals and lessons are held during the school day.

Band and orchestra are yearlong courses. The expectation is that the student remains in the performance music class for the entire year.

### **VOCAL**

Vocal music is open to any student interested in singing in an ensemble. Rehearsals are held during the school day. Vocal is a yearlong course. It is expected that the student will remain in the vocal performance class for the entire year.

Participation in extra-curricular vocal experiences is permitted only for those students in vocal music class. Double Time (show choir), Opus and Honor Choir are examples of activities for which vocal students may choose to audition.

### **PERFORMANCE MUSIC**

Students are expected to be at all concerts. The assessment of a student in a performance-based group is by nature different from that of an academic-based class. A test in an academic class can be made up at a time other than when it was originally offered. A concert must be performed at its assigned time. Since that performance is a vital assessment tool for the student's musical development, it is crucial that he/she be consistent and dedicated in his/her attendance at all concerts throughout the school year. A student assumes a great deal of pride in his/her performance, not to mention having invested a great deal of time in preparing for these events. Students should have the opportunity to reap the benefits for their hard work.

### **STUDENT 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: volleyball, tennis, football, basketball, wrestling, track 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.

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

At Excelsior Middle School we offer a variety of intramural activities for 6th graders. Some of the activities are: basketball, volleyball, cup stacking, golf and (wrestling/fitness/dodgeball.)

## JUNIOR S.O.D.A.

S.O.D.A. stands for Students Okay without Drugs and Alcohol. The goal is to encourage and promote a drug and alcohol free student population at Excelsior Middle School. See Mr. Shipley for more information.

## EXcelsior EXcellence Ambassadors

EXcelsior EXcellence Ambassadors are committed to supporting a safe school climate and open communication between students and staff. This includes efforts to create a positive connection between all students and Excelsior Middle School through various experiences, activities, and programs. The selection process will be communicated to the students at the start of the school year.

## STUDENT ASSISTANCE

Because we know the consequences of alcohol and other drugs on academic and personal growth, we are dedicated to providing programs in chemical health education, counseling, and early intervention in substance use, abuse, and dependency.

See Mr. Shipley, the student assistance coordinator, for more information.

Mr. Shipley provides substance abuse assessments, individual and group counseling, education about substance abuse and other life issues.

ALL INFORMATION RECEIVED BY THE STUDENT ASSISTANCE COUNSELOR IS HELD HIGHLY CONFIDENTIAL AND IS NOT INCLUDED IN STUDENT RECORDS.

## 2018–2019 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.

### **HOME BASKETBALL/VOLLEYBALL GAMES/WRESTLING MEETS**

1. The purpose of events is to give teams an opportunity to practice and demonstrate the skills of the sport.
2. We have the following expectations of student spectators:
  - a. Students are expected to be in the gym when the game/meet is in progress. A concession stand, when open, is available before, at half-time, and between games or matches. The same is true of the restrooms.
  - b. Students are expected to remain on the bleachers. Locker rooms are not available to anyone except teams after school.
  - c. Students are expected to behave in a manner so as NOT to detract from the game or meet.
  - d. Students are expected to follow school rules and guidelines.
  - e. If asked to leave due to inappropriate behavior, students are expected to leave school property.

### **EXCELSIOR MIDDLE SCHOOL STUDENT ACTIVITIES**

Excelsior Middle School's program of co-curricular activities is considered to be an extension of the school curriculum. Consequently the established rules and regulations governing students' behavior during the normal school day extend to co-curricular activities, whether those activities are offered during the normal day such as band, vocal, and orchestra or as part of the extended school day such as athletics etc.

The determination of eligibility of middle school students to participate in co-curricular activities is the responsibility of the principal. Middle school students, by State of Iowa rule, are eligible for athletic competition for the first two consecutive semesters of attendance per grade. Exemptions to athletic eligibility limitations may be granted for special circumstances upon appeal to the appropriate state authorities. The principal has the authority to limit eligibility for reasons other than academic. Sponsors and coaches require attendance and/or participation at scheduled practices, performances, and contests. Absence from after-school scheduled activities will generally be considered unexcused if a student was in school at the end of the normal school day or was not excused in advance by the sponsor/coach and/or the school administration. Students absent the entire school day are not to attend practices, performances, or contests unless their absence from school was approved and excused by the school administration. Parents/guardians may request exceptions to attendance rules in advance, which may be granted on an individual basis.

Middle school students may be excused from riding school provided transportation to and from co-curricular activities ONLY when all of the following conditions are met.

1. Student presents a note to the coach/sponsor/director prior to the event requesting that the parent directly provide transportation.
2. The sponsor/coach/director approves the request.
3. The parent contacts the sponsor/coach upon arrival or when taking the student.

Permission cannot be given by the sponsor/coach/director for a student to ride with anyone other than a parent.

Sponsors and coaches will make decisions concerning the scheduling of practice, performance, and/or contest participation for students. Criteria for those decisions include, but are not limited to, attendance, adherence to established rules, attitude and effort, skill development, and available practice, performance and contest time.

Students should be aware that the participation in co-curricular activities, especially athletics, includes the assumption of risk of injury. Some injuries could be of a catastrophic nature. Coaches and sponsors will provide instruction in the proper techniques to use when involved in the participation of activities, be it practice, performance, or contest.

State rules are made by the Iowa Department of Education in conjunction with and enforced by the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union. Excelsior Middle School is a member of these organizations and abides by the rules to remain in good standing.

### **ADMINISTRATIVE REGULATIONS REGARDING COCURRICULAR CONDUCT POLICY (Code 502.6-R)**

A student who participates in co-curricular activities involving public performance is prohibited from possessing, using, transporting, controlling, or transmitting tobacco, alcohol or other drugs at any time (year round) during his/her middle or high school career. The administration will suspend a student from participating in co-curricular activities if the administration finds, by substantial

evidence, as at school or at a school event (either home or away). Suspensions may also result from either legal determinations or by self-admittance. Investigation of possible infraction will involve parent notification. If a student is in violation of this policy and is not currently involved in an activity, the suspension will apply to the student's future participation in activities which the student was involved in the previous year which were completed in "good standing".

During middle school Career:

1st OFFENSE:

Tobacco, Alcohol and Other Drugs - Suspended from at least 20% of public performances, with carry-over to next activity. Counseling required prior to reinstatement (suspended from at least 33% of performances if no progression in counseling). Must continue to practice.

2nd OFFENSE

Tobacco, Alcohol and Other Drugs - Suspended from at least 50% of public performances with carry-over to next activity. Counseling required prior to reinstatement. Must continue to practice.

3rd OFFENSE:

One-year suspension from co-curricular activities. Counseling required prior to reinstatement of all third offenses.

4th OFFENSE:

Permanent suspension from co-curricular activities. Counseling available for all fourth offenses. Established school/team/group rules may also apply to violations. If a violation occurs before the suspension for a previous violation has been served, the suspensions shall be added together and served concurrently.

In order for the suspension to be put into effect, it must be clearly determined that the violation did occur. It is clear that an admission from the student is not required prior to disciplining a student.

COURT SYSTEM INVOLVEMENT: If the administration finds, by substantial evidence or self-admittance, that a student has committed non-traffic misdemeanors or felonies not defined in these regulations, the student may be subject to suspension from co-curricular activities. (The length of the suspension will be based on the seriousness of the offense.) The school district will cooperate with the courts or other recognized public agencies in carrying out consequences in co-curricular activities.

APPEAL PROCESS: As established by Board Policy 502

DEFINITIONS:

Carry-over -- In situations when there are not enough performances remaining in a season to complete a suspension, the suspension will be carried over to the next co curricular activity in which the student takes part.

Counseling -- Directed by Excelsior Middle or High School counseling office or other non-school agencies that students are referred to or are approved by school counselors or Student Assistance Counselor. Any cost for use of non-school agencies is to be borne by the student. Linn-Mar Counseling will include discussion of decision-making skills, tobacco/alcohol/drug information, peer and family relationships, and parent(s)/legal guardian(s) are invited to participate. A student may receive confidential assistance at any time during their middle or high school career.

Possession/Use/Transportation/Control/Transmission--

Tobacco: Personal possession, use, transportation, control or transmission.

Alcohol and other Drugs: As defined by legal statute and/or court interpretation. Possession, transportation, control, or transmission may be determined by prior knowledge or intent. Team rules may be more specific.

Public Performance Activity -- A co-curricular activity where students are expected to perform in activities which the public may view. Examples are, but not limited to, athletic events, concerts, plays, debates, speech contests, music contests, and the like. Activities begin with the first required meeting for any participant and end when equipment is checked in, set is struck, or the last required meeting occurs, etc. Athletic seasons are defined by state or local designated starting and ending dates.

**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 Associate Superintendent, Shannon Bisgard, 2999 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).

# STUDENT HANDBOOK

## 2018 – 2019

Students are required to read and sign the Excelsior Student Handbook, which is located in the front of the Agenda. A parent or guardian is also expected to read and sign the handbook.

\_\_\_\_\_  
*PRINT STUDENT NAME HERE*      GRADE \_\_\_\_    OCM TEACHER \_\_\_\_\_

X \_\_\_\_\_  
*STUDENT SIGNATURE HERE*

\_\_\_\_\_  
*PARENT SIGNATURE*

(By signing on the signature line you are acknowledging that you have read the previous rules.)

**\*Please note the cell phone & ID policies.**

Thanks for all of your continued support.

Excelsior Middle School Administrators/Staff



**"THIS WE BELIEVE" AT EXCELSIOR MIDDLE SCHOOL**

**Mission - a statement of our school's reason for being**

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

**Belief Statements - the values and principles that guide our behavior**

*"The operations of Excelsior Middle School are continuously measured against the beliefs of the Linn-Mar Strategic Plan as well as the following beliefs that are specific to middle level students. We believe..."*

- *Middle school students need skills and opportunities for positive, productive interaction with peers, other students, and adults.*
- *Middle school students need clear expectations that challenge them to do their personal best.*
- *Middle school students need to learn responsibility by connecting their decisions and actions with the resulting consequences.*
- *Middle school students need the participation of school personnel, their families, and the community.*
- *Middle school students need to be aware of and value the unique identity of themselves and others.*
- *Middle school students need a supportive environment that meets their changing needs.*
- *Middle school students need to explore and experience multiple and diverse activities.*
- *Middle school students need clear connections between their learning and the real world.*
- *Middle school students need to see a place for themselves in the school setting.*

**Vision - a description of the school "x" number of years in the future.**

*Excelsior Middle School will reflect an excitement for learning and a commitment to the well-being of our students in a clean, productive, and cooperative environment. Excelsior Middle School will...*

- *structure learning activities to assist student performance*
- *provide state-of-the-art formats and technologies that compel student involvement in their own learning*
- *organize teams of students in interdisciplinary learning environments*
- *incorporate individual and collaborative teacher planning time to facilitate flexible scheduling and interdisciplinary learning*
- *build flexible schedules, prescribed by teacher teams, based upon student learning needs*

**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 is being bullied, we will tell an adult.

**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.