



# H-M-S MIDDLE SCHOOL

**“THE MISSION OF THE H-M-S COMMUNITY SCHOOL DISTRICT IS TO NURTURE AND PREPARE STUDENTS TO BECOME RESPONSIBLE CITIZENS, EQUIPPED TO MEET THE CHALLENGES OF AN EVER-CHANGING WORLD.”**

HARTLEY-MELVIN-SANBORN MIDDLE SCHOOL  
509 MAIN STREET  
SANBORN , IA 51248  
712-930-3281 OR 1-800-738-9879 FAX 712-930-5414

### **2016-2017 Motto – “Life Takes Grit”**

Welcome to the Hartley-Melvin-Sanborn Middle School. The staff, support staff, and I are looking forward to the beginning of a new and exciting school year. The material in this handbook covers important information about our programs, guidelines, and expectations. As the school year begins, please read and discuss the Middle School handbook with your child. If you have any questions after reading it, please call the school and we will be happy to assist you.

Sincerely,  
Mark Dorhout, Principal

### ***This agenda belongs to:***

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
PHONE \_\_\_\_\_  
STUDENT NO. \_\_\_\_\_



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## STUDENT EXPECTATIONS

### APPEARANCE

Student appearance does affect the learning atmosphere of a school. A student's appearance must be **neat, decent**, and in **good taste**, and these three guidelines will be used by school personnel interpreting the dress code. The code is not intended to cause a financial hardship upon any family: neatness and good taste are emphasized, not expensive clothing.

#### General Guidelines:

- A student's appearance must be **neat** and **clean**, and clothing must not be unreasonably soiled or badly worn.
- Shirts and blouses must adequately cover the upper part of the body and should extend to the **belt line**. Pants must also be in good taste and not reveal the **back** or **stomach**. Belts should be used when pants are too loose.
- **Shoes** must be worn. Due to safety concerns, flip-flops are discouraged.
- **No hats** or caps are to be worn in the building during the school day.
- Apparel with **profane, obscene, or suggestive writing** or pictures will not be tolerated.
- Advertising or suggestions of **tobacco, alcohol** or **drug-related** items on apparel is inappropriate.
- Any style of clothing or element of personal appearance that **causes disruptions** or distractions to the learning process is inappropriate.
- Apparel must not present a **safety hazard** (such as loose clothing around machinery) and students in extra-curricular activities must dress in accordance with the teacher's or sponsor's requirements.
- When a student is outside, he/she is expected to provide **outerwear appropriate** to the weather conditions.
- **The dress code covers not only time in school but also extra-curricular activities and any time students are representing the school.**

### INITIATIONS, HAZING, BULLYING OR HARASSMENT

**Harassment, bullying and abuse** are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to **law enforcement officials**.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior **to stop**, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.

- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - **tell** a teacher, counselor or principal; and
  - **write down** exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser or bully did;
    - witnesses to the harassment or bullying;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser or bully responded.

**Sexual harassment** may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. **Harassment or bullying** on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

**Sexual harassment** includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

**Harassment or bullying** based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

## **GUM CHEWING - CANDY - POP**

Students will **not be permitted** to chew gum, eat candy, or drink pop during their class or study periods. This rule may be waived for special occasions during the school day.

## **5<sup>TH</sup> AND 6<sup>TH</sup> GRADE HOMEWORK EXPECTATIONS**

- Students should expect about 30-60 minutes of homework per evening.
- In addition, students are expected to **read 30 minutes per night**. Student reading goals are directly related to this amount of reading time outside of the school day.
- All homework is to be completed **before the next day's class period**. **Late homework will be recorded as a 0** in the grade book until the work is completed. Late homework will be **deducted 50%**.
- All assignments must be completed with acceptable quality as determined by the teacher.
- A parent note to the student's OREO teacher is required if a student is unable to complete the homework for a legitimate reason, such as illness.
- If completion of homework is a problem, options are available for the student and may include the following:
  1. The student will use recess time as needed to complete the work.
  2. Teachers may recommend that the student participate in the after-school tutoring program.
  3. The student may be asked to work with a teacher before or after school to complete the work. Parents will need to provide transportation in this case.

## **7<sup>TH</sup> AND 8<sup>TH</sup> GRADE HOMEWORK EXPECTATIONS**

- Homework that is late **will be deducted 50%**. After one day, the grade becomes a **zero**.
- **All assignments** are to be completed.
- If there is **no name** on the paper, it will receive no credit.
- **Full headings** are required on papers. If there is not a complete heading, the score will be deducted by **10%**.

If a student has a legitimate reason that homework cannot be completed (such as illness), the **parent should write** the teacher a note, in which case the homework will be excused until the next day.

## **ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of **alcohol, tobacco, drugs**, or other things that are intended to look like these substances. **Weapons, or weapon look-alikes**, are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials. Consequences for violation of this policy may include **in-school** suspensions, **out-of-school** suspensions, or expulsion (Policies 502.4 & 502.7).

## **PERSONAL ITEMS**

Students are **discouraged** from bringing radios, media players, electronic games, cell phones, and other personal items that are not used in the normal school day. Cell phones are required to be powered off during the instructional day from 8:30-3:12. If brought to school, these items may be taken away and returned at a later date. Students are also discouraged from bringing money or things of value that could be lost or stolen. The **district is not responsible** for the theft/loss of these items.

## **RECORDING**

Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students may be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.

## **PHYSICAL EDUCATION**

Unless a student is excused by a licensed physician, he/she is **required** to take **physical education**. The excuse should explain the reasons for non-participation.

Students are expected to **furnish** their own **apparel** for physical education, and appropriate shorts, shirts, and shoes are required. Parents or guardians and students are encouraged to check gym shoes to make sure they won't leave marks on the floors.

## **RECESS AND SCHOOL GROUND RULES**

Recess will be scheduled by the teachers and principal. **Recess is a privilege** that may be taken away from a student if he/she engages in inappropriate behavior or has not satisfactorily completed coursework. Students staying in the classroom for recess will be supervised by a teacher. The adult supervising the playground has the responsibility for disciplining students and may notify the teacher or principal about inappropriate conduct.

- No **tackling** or **pushing** games are allowed.
- Only **one person** at a time may be on a **swing**.
- Students must **not throw snowballs**.
- Students should treat everyone with **respect** and **dignity**.
- Students must stay in the **designated area**.
- **Injuries** and **illness** should be **reported** to the recess supervisor.

## **SUSPENSIONS - EXPULSIONS - DUE PROCESS**

**Suspension**—Violations of some conduct rules are serious enough to warrant suspension from school. Also, the repeated violation of any rule may warrant a suspension. If a student is suspended, the school will send a letter of notice to the parents or guardians. In some cases, the letter will suggest a conference involving the teacher, administrator, student, parent/guardian, and/or counselor. In some cases, there may also be referrals made to the following:

- a counselor.

- the NWAEA for special services.
- Social Services.
- law enforcement agencies.
- the district attorney.

The following may be informed of the suspension: the superintendent of schools, the principal, any special workers who have been assigned the student, and the School Board president. A student may be suspended for **non-compliance** with school rules while at school or while under the supervision of a school authority. Suspensions may be either in-school or out-of school. Only the **principal or superintendent** has the authority to suspend a student from a class or from school. If a student is suspended more than nine cumulative days during a semester, a **hearing** shall be convened which shall include the student, the principal, and the parent or guardian. The result of this conference could be a recommendation to the Area Education Agency that special testing might be necessary to determine exceptional educational needs.

**Due Process**--The principal must conduct an informal investigation of all charges against a student, giving the student:

- oral or written notice of the allegations against the student.
- the basis in fact for the charges.
- the opportunity to respond to the charges.

**Expulsion**--Only the Board of Directors may expel students, and such action must be taken at a Board meeting. Recommendation for expulsion shall be made in writing to the Board of Directors after a proper review of the current behavior of such student. The principal or his/her designee will inform the parent and/or guardian in writing that a student is being recommended for expulsion and the reason for the expulsion.

Prior to the hearing by the Board of Directors, the superintendent shall notify the parents or guardians by certified mail as to the following:

- the purpose of the hearing.
- the date, time, and place of the hearing.
- specific reasons for the recommendation for expulsion.
- their right to be present to give evidence and/or to be heard.

When an expulsion is being considered, the principal will hold an informal hearing with the parties involved prior to entering into expulsion proceedings. If the Area Education Agency has determined that special testing needs to be implemented, this process should be initiated at that time. The School Board may expel a student when it determines that the student has repeatedly refused or neglected to obey rules or has engaged in conduct which endangers the property, health, or safety of others at school.

## DAY-TO-DAY OPERATIONS

### SAFETY PRECAUTIONS

The main office door will be open from 7:00 a.m. to 4:15 p.m. This is the only door that will be unlocked. **Visitors** are expected to **sign in** at the office when they enter the building.

### ACCIDENTS OR ILLNESS

Students who become ill or who are injured at school must notify his or her teacher or another employee as soon as possible. The teacher/other employee will then send the student to the office for the secretary/Principal to access. Based on the assessment, they will then decide if treatment can be done at school. Whenever possible and reasonable, **parents or guardians will be notified** by phone, so the parents can give instructions as to treatment. When the parent or guardian has no telephone or cannot be reached, a school staff member will transport the ill or injured child to the hospital, a doctor's office, or home.

In case of an emergency, the pupil will be transported to a hospital or a doctor's office by ambulance or other appropriate type of transportation.

The School Board **assumes no responsibility** for medical treatment of students. If a student must take prescribed medication during school hours, the parents or guardians must provide written authorization and instructions for administration of those medications.

### ATTENDANCE

Students are expected to **attend classes regularly** and to be **on time**. These habits help the student to receive the **maximum benefit** from the instructional program; to develop habits of **punctuality, self-discipline** and **responsibility**; and to keep **disruptions** to a **minimum**.

A student is **tardy** if he/she is not in the classroom when the bell signifying the beginning of class sounds. Absences are recorded on a period-by-period basis.

When the parent knows that a student will be absent, the parent/guardian should **call** the school at 930-3281 or 1-800-738-9879 and either inform the secretary or leave a message regarding the reason for the absence. If a phone call has not been made by the time the child returns, that child should bring a **note**, signed by the parent, that explains the reason for the absence.

**Any time a student arrives after the school day begins or returns to school during the day, he/she MUST sign in at the office. If a student leaves before the school day ends, he/she MUST check out at the office.**

If a student will not be riding the bus on a particular day, the parent should notify the school office.

We **discourage** taking a child out of school for vacations or other non-essential reasons. If such a circumstance is impossible to avoid, please discuss the situation with the principal to make arrangements for the student to make up all work prior to the absence.



We also discourage dental, doctor, and eye appointments during the school day. Please try to schedule such appointments before or after school.

The principal determines whether an absence is excused or unexcused. Excuses for any reason other than illness should be obtained from the principal **in advance**.

If a student has missed more than one day of school and can do school work at home, the parent should call the school and request make-up work from the teachers. For make-up work, a student will have two days for each day absent. For example, a student who is gone three days will have six days to make up the work.

Make-up work caused by an unexcused absence must be completed, but full credit may not be given.

If a student reaches five unexcused absences, the student, at least one parent/guardian, and the principal will meet to develop a **“Plan of Attendance Improvement.”** The student must meet the goals established by the plan. In the event that they do not, as determined by the principal, the **county attorney will be made aware that the student is truant.**

## **CHILD CUSTODY**

In most cases of divorce, both the mother and father continue to have equal rights where the children are concerned. If a court order limits the rights of one parent in matters such as custody or visitation, the parent should bring a copy to the office. **Unless the court order is on file in the school office, the school must provide equal rights to both parents.**

## **FIRE AND TORNADO DRILLS**

We are required to conduct two fire drills and two tornado drills each semester.

The **fire alarm** is a **continuous buzzing** sound with the fire alarms continually flashing. The **tornado alarm** is a **foghorn-like blast**.

Emergency procedures and proper exit areas are posted in all rooms. Early in the school year, the teachers will discuss fire and tornado drill procedures with students.

If there are hearing-impaired or special-needs students, the staff will be responsible for giving proper visual warnings to them. Staff will be in-serviced at the beginning of each school year and after each auditory check as to which students are impaired and the warning procedure. A proper warning includes a direct touch and assistance in leaving the building (Policy 504.10)

## **GRADING SYSTEM**

The following grading scale will be used for grades 5-8:

95%-100% =	A	84%-85% =	B-	71%-72% =	D+
92%-94% =	A-	81%-83% =	C+	67%-70% =	D
90%-91% =	B+	76%-80% =	C	65%-66% =	D-
86%-89% =	B	73%-75% =	C-	below 65% =	F

## SEARCH & SEIZURE

School lockers, desks, and other facilities and spaces owned by the school **are subject to search**. Searches must be reasonably related in scope to the circumstances that give rise to the need for the search. They must either occur in the presence of the student or in the presence of at least one other person. (Policy 502.5)

## VISITORS/GUESTS

Parents, guardians, grandparents, aunts, uncles, etc., are **always welcome**. All visitors must **check in** at the principal's office upon arrival. The office door is the only door unlocked during regular business hours. Students are not permitted to bring friends or same-age guests to school.

# STUDENT SERVICES

## ASSIGNMENT BOOKS

In order to assist students in organization and responsibility, the school provides an assignment book for each student.

- Students are expected to carry assignment books at **all times**, to use them as **hall passes**, and to **follow instructions** of classroom teachers regarding the use of the assignment books.
- Students are expected to treat these books as they would any other school-provided text, using **reasonable care** to keep them free of markings (graffiti or scribbling), folded pages, or torn-out pages.
- A student who loses or damages the assignment book is **required to pay** the cost of replacing the book. The principal makes the decision about whether a damaged book must be replaced.
- 

## DISCOVERY!

The Hartley-Melvin-Sanborn Community School District's Discovery! Program focuses on talented and gifted (T.A.G.) students with general intellectual ability. Students who qualify according to the program's identification process may be invited for placement in the Discovery! program. If the invitation is accepted, a staffing will be arranged where a Personalized Education Plan (P.E.P.) will be developed for that student.

## GUIDANCE SERVICES

**Caring** for the individual student and his/her needs is the goal of our middle school guidance program. A counselor will be available to assist students in a confidential manner with concerns ranging from adjustment to schoolwork to careers to issues of a highly personal nature. Students will be encouraged to schedule appointments with the counselor during their learning center periods, lunch periods, or before- or after school. Students should feel that they may consult any staff member or administrator with any concern.

## **HONOR ROLL**

In order for a student to be eligible for the honor roll, he/she must have at least a "B" (3.0 G.P.A.) in all courses. For a student to be on the "A-" honor roll he/she must have at least a 3.66 G.P.A. in all courses. For a student to be on the "A" honor roll, he/she must have a 4.00 G.P.A. in all courses. Courses will be weighted according to the amount of time they meet.

## **STUDENT INSURANCE**

Student insurance will be made available by an insurance company selected each year by the school administration. The Iowa Athletic Association states that all athletes should have insurance. Claim forms should be secured from the insurance company.

## **LOCKERS**

- The principal will assign hall lockers and gymnasium baskets. A student must use the assigned locker unless the principal approves another assignment.
- Combination locks will be available to all middle school students for use on their PE lockers. Combination locks must be returned at the end of the school year, and locks other than the school-issue combination locks are **not permitted**. A student who fails to return the lock will be charged the replacement cost.
- Students are expected to keep their lockers **clean**.
- Because lockers are school property, they are subject to periodic inspection during the school year.
- Students who bring **money, valuables, or personal items** to school should not leave these items in an unsecured place. The school is not responsible for stolen items.
- If a locker needs repair or the combination does not work, the student should **request** assistance from staff.

## **LOST AND FOUND**

There is a "lost and found" box in the office. Students should report lost items or concerns to the principal, and students who find items should take them to the office.

## **LUNCH AND BREAKFAST**

Each school day the school serves a well-balanced lunch set up to meet the requirements of the National School Lunch Program. Students are encouraged to participate in the lunch program or to bring a sack lunch.

- No student will be **allowed to leave** the school grounds to go out to lunch unless his/her parent or guardian accompanies him/her.

- Students are expected to **demonstrate good manners** while eating and to converse in normal tones in the lunchroom. Tables and floors must be kept clean.
- **Pop or candy** will not be permitted with lunch.
- Any amount of **money** may be brought to the **office** to be put into the student's lunch account at any time.
- **Applications** for free and reduced priced meals are available in the principal's office.
- A letter will be emailed on Monday if there is a negative balance in your family lunch account. On the following Monday, if the account is not positive, your child will need to bring their own lunch as they will not be allowed to purchase a school lunch. (This does not apply to students that are eligible for Free lunches.)
- Lunch account information is available via the internet parent access.
- Extra entrees and ala carte items are only available for purchase for those students having a positive balance.

## **MEDIA CENTER POLICY**

Students share the responsibility of maintaining an environment that allows the media center to serve the needs of all students. Violation of media center rules will result in the loss of media center privileges.

The circulation policy is as follows:

- Regular circulating materials may be checked out for a period of two weeks. Materials may be renewed.
- The borrower is responsible for paying the replacement cost for lost books or fines for damaged materials.
- Reference materials, magazines, and newspapers must be used in the media center, unless special arrangements are made with the media personnel.

## **MEDICATION**

Whenever medication of any kind (for example – benedryl, Hydrocortizone, or eyedrops) is to be given to a student, a signed, written consent or directive, by the parent, shall be on file in the principal's office before the medication will be dispensed. If Meds are to be given on a routine basis at the office, a **Medication Administration Form or a Student Health Plan** will need to be completed prior to any meds being dispensed. The forms are available at the middle school office and the medical clinics and pharmacies in Sanborn and Hartley. **Medication must be in the original container. The instructions (including the proper dose and frequency) and the doctor's name must be printed on the container (Policy 504.3).**

It would be helpful to have your pharmacist put the prescription in **two** containers--one for home and one for school.

Except for Inhalers, all medicine will be stored in the office. Students should not bring medications to school and keep them in their possession.

## **CARE OF SCHOOL PROPERTY**

All school property should be treated with **care**. Students who lose or damage school property will pay **finer or replacement** costs of damaged or lost items. In certain circumstances, students may be reported to law enforcement officials.

## **SPECIAL EDUCATION SERVICES**

It is well accepted that all children deserve an education, but merely attending school does not ensure learning and optimal growth. It is better said that children deserve the most appropriate education.

To provide an appropriate education for all students, the middle school has several special programs available through the assistance of NWAEA personnel.

**Speech and Language**--A speech pathologist will be available to evaluate and provide individual and small group classes for children with communication problems. The speech pathologist will be available to teachers and parents or guardians on a consultative basis.

**Hearing**--Hearing screening is conducted annually in our school by NWAEA. The following will be screened:

- 5<sup>th</sup> and 8<sup>th</sup> grade students.
- students new to the area served by NWAEA.
- children placed in special education classrooms.
- children with previously identified hearing losses.

**Psychological Services**--Our school will utilize the NWAEA psychologists to assist in diagnosing learning problems and developing learning programs. The psychologist is also used to help school personnel and parents or guardians to assist students in learning acceptable behaviors.

**Social Services**--Our social services program is offered by a certified social worker assigned by the Special Education Support Services Department of the NWAEA Educational Agency.

## **BUS TRANSPORTATION**

**Safety** is the utmost concern while offering transportation. Bus transportation is a service provided to students that requires student cooperation and discipline. Students are expected to:

- **remain seated** and orderly while being transported.
- maintain a **clean** bus.
- **respect peers** as they would in regular school conditions.

- **respect the bus driver** because he/she is the direct supervisor of students while they are on the bus, loading or unloading, and at bus stops.
- maintain a **reasonable noise level**.

The driver has the responsibility for disciplining students in accordance with school policy. Students will be suspended from riding buses if their behavior is habitually contrary or negative.

Students representing H-M-S at out-of-town activities are required to use school transportation. Students may ride home with their parents, provided a **written request** is made to the activity director prior to the event.

**Only** students participating in an after-school activity or a school-sponsored program may use the sports/tutoring shuttle bus. The sports/tutoring shuttle bus is not for transportation of students who stay after school to watch an activity.

## TELEPHONES

To use the phone, a student needs to receive permission from a teacher, the principal, or the secretary. At no time should a student use a personal cell phone to make a call during the regular school day. Students should use the phone for emergency concerns only. Students and teachers will not be called from classes unless an emergency exists. The office will take messages for students and teachers.

## TUTORING PROGRAM

The middle school tutoring program is designed to assist students with homework completion. A teacher **recommendation** and **parent consent** are required before a student can be eligible for the tutoring program. Tutoring will take place in the middle school Monday through Thursday (if school is in session) from 3:30 p.m. to 5:00 p.m. Students may purchase a snack at the beginning of the tutoring session. In order for the program to be successful, **total cooperation** by the student is necessary. Tutoring students may walk home, be picked up at school, or ride the shuttle bus home once the tutoring period ends. If a student leaves early, it is their responsibility to contact his/her parents.

<h2>EXTRA CURRICULAR INFORMATION</h2>
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## ACADEMIC ELIGIBILITY

To be eligible to compete **in extra-curricular activities, a student must meet the standards of eligibility set up by H-M-S Middle School**. The student must do passing work in four academic subjects, and eligibility will be checked every week.

If a student has not turned in assignment(s), a teacher may hold the student out of an activity.

When a student is ineligible, he/she may continue to practice, as long as he/she has the permission of the activity coach.

In order to practice or participate in an activity, the student must be in school for the **full day** of the scheduled activity/practice, unless otherwise approved by the administration.

Each athletic participant must have a **current athletic physical** on file and must provide a copy of the district good conduct policy, which is signed by the student and his/her parent or guardian.

Participants in all school activities are ambassadors of the school and are expected to demonstrate appropriate conduct in school **and at all school activities, whether home or away.**

### **ACTIVITIES (EXTRA- AND CO- CURRICULAR)**

Students are encouraged to participate in extra- and co- curricular activities, which play an important role in their overall growth and development. HMS Middle School offers the following extra- and co- curricular activities: choir (grades 7-8), band (5-8), volleyball (7-8), basketball (7-8), football (7-8), cross country (7-8), wrestling (7-8), track (7-8), softball (7-8), and baseball (7-8). Students are encouraged to participate in at least **three** extra- and co-curricular activities during the year.

### **CHURCH NIGHT**

Wednesday night of each week is designated as “church night” by both the school and the War Eagle Conference. Only rarely will a school event be scheduled on Wednesday night.

### **PHYSICAL EXAMINATIONS**

All students participating in athletics will be expected to have an updated physical **before** participation. Physical forms may be picked up at the principal's office, central office, or the medical clinics of Hartley and Sanborn.

<h2><b>PARENT/STUDENT INFORMATION</b></h2>
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### **ALLEGATIONS OF CHILD ABUSE BY DISTRICT EMPLOYEES**

School employees are prohibited from committing acts of physical or sexual abuse of students, including inappropriate and intentional sexual behavior. Any school employee who commits such acts is subject to disciplinary sanctions, up to and including discharge.

It is also the policy of this school district to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to provide information and

assist in the investigation when requested to do so. They must also maintain the confidentiality of the reporting and investigating process.

Level 1 Investigators are the guidance counselors in each building, and they may serve as alternates outside their assigned building.

## **CONFERENCES - STUDENT-LED**

Student-led conferences will be scheduled **twice** during the year. Parents/guardians are also encouraged to contact or visit the school throughout the year.

## **EDUCATIONAL EQUITY POLICY STATEMENT**

It is the policy of the HMS Community School not to discriminate on the basis of age, race, color, national origin, sex, sexual orientation, gender identity, marital status, SES, disability, religion, or creed, or as otherwise prohibited by law in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum offerings, curriculum content, instructional materials, and teaching methodologies will reflect this nondiscriminatory philosophy.

Inquiries or grievances related to this policy may be directed to the principal at HMS Middle School, 509 Main Street, Sanborn, IA 51248 (phone number 712-930-3281), to the Director of the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Regional VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri. Inquiries may also be directed to the Director, Iowa Department of Education.

## **FEES - CHARGES**

Parents meeting specific financial eligibility standards will be **eligible** for a waiver of student fees or a reduction of student fees, based upon the request of the parent (Policy 503.11).

## **FIELD TRIPS**

In certain classes, field trips are authorized as extensions of the classroom activities. These trips work toward the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip.

While on field trips, students are guests of the host organization and are considered representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy and must follow all other student-conduct rules, **just as if they were in school.**



## **GIFTS TO EMPLOYEES**

The School Board understands the desire of students, parents and others to give gifts to show appreciation to a school employee. Rather than giving gifts, the Board encourages as a more welcome and more appropriate gesture the writing of a letter to express gratitude and appreciation or the donation of a gift to benefit the school district rather than an individual employee.

If parents still want to send a gift to a teacher or other employee, it is permissible, but the gift, by law, cannot be money or anything over \$3.00 in value. Class gifts are allowed provided that the value of the gift does not exceed \$3.00 per child contributing.

## **HOMELESS YOUTH AND CHILDREN**

**Homeless Children and Youth** - The term “homeless children and youth” means individuals who lack a fixed, regular, and adequate nighttime residence; and includes—(1) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; (2) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; (3) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (4) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in (1) through (3). If you know of a child, or are a child in these circumstances, contact one of the school offices. You are entitled to assistance.

## **HUMAN GROWTH AND DEVELOPMENT**

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

## **INCLEMENT WEATHER**

The HMS school administrators will make every effort to coordinate unscheduled school closings, late starts, or early dismissals. Unscheduled closings or early dismissals will be announced over KICD (107.7 FM-Spencer), KIWA (105.3 FM-Sheldon), KUOO (103.9 FM-Spirit Lake), and KWOA (95.1 FM-Worthington). Additionally, the school posts these announcements on their website, and will utilize JMC messaging to notify using text and email messages.

## **INSPECTION OF EDUCATIONAL MATERIALS**

Parents and other members of the school district or community may view the instructional materials used by students. This viewing must be done in the school office. Copies may be obtained according to Board policy. Persons wishing to view instructional materials or to express concerns about instructional materials should **contact** their child's **building principal** (Policy 603.4).

## **IOWA IMMUNIZATION LAW**

Iowa Immunization Law requires that all children entering school be adequately immunized with the following vaccines:

- 5 DPT (1 after age 4)
- 4 Polio (1 after age 4)
- 2 MMR
- 3 Hepatitis B
- 2 Varicella (Chicken Pox)
- DTaP (for incoming 7<sup>th</sup> graders)

All **new students** who have not previously had immunizations will be required to begin their immunization program within thirty calendar days after enrolling.

## **PROMOTION**

Students will be expected to pass all academic required classes for promotion. Effort will be made to counsel and encourage students who are doing less than satisfactory work. When a student is being considered for **non-promotion**, ideally, the parents/guardians, faculty, and student should be in agreement about the non-promotion. Sometimes this is not the case, however, and in this event, board policy will be followed.

## **RECORDS**

With the exception of the special-education files, the cumulative records of students are on file in the **principal's office**. Parents are allowed to **inspect** their children's records at any time. Parents or anyone else having legitimate reasons for seeing the files may do so by first signing a log kept in the building office and stating the reason for seeing the files. Forms for **parental release of records** are available in the middle school office. The above is also applicable to any special records kept for students staffed into any special education program.

## **USE OF STUDENT RECORDS**

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or a parent not wanting this information released to the public must make objection in writing to the principal. He/she must use the forms provided at the time of enrollment. The objection must be made by September 5 and must be renewed annually. The information includes the following: name, address, telephone listing, date and place of birth, major field of study, participation in officially-recognized activities and sports, weights and, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, photograph and likeness, and other similar information.

# HARTLEY-MELVIN-SANBORN COMMUNITY SCHOOL

## 2016-2017 School Calendar

### Summary of Calendar

Days in classroom:  
 First Semester . . . . . 90  
 Second Semester . . . . . 90  
**TOTAL CALENDAR DAYS 180**

Student Days 180  
 Prof. Dev. Days 6+1  
 Holidays 6  
 Total Calendar Days 192+1

### CALENDAR LEGEND

#### HOLIDAYS / VACATION DAYS

#### (NO SCHOOL)

Labor Day (9/5)  
 Thanksgiving Day (11/24)  
 Christmas Day (12/25)  
 New Year's Day (1/1)  
 Good Friday (4/14)  
 Memorial Day (5/29)

#### P/T CONFERENCES

Nov. 21 (Dismiss 1:15/1:30)  
 Nov. 22 (Dismiss 1:15/1:30)  
 Mar. 6 (Dismiss 1:15/1:30)  
 Mar. 7 (Dismiss 1:15/1:30)

#### PROF. DEV. (NO SCHOOL)

Aug. 17 (New Staff)  
 Aug. 18, 19, 22  
 Oct. 31  
 Jan. 16 Curriculum Dev./AIW  
 Feb. 24? AIW Collaboration  
 May 24 (+1)

#### PROF. DEV. (DISMISS 1:15/1:30)

Sept. 21  
 Oct. 5, 19  
 Nov. 9  
 Dec 7  
 Jan. 25  
 Feb. 8  
 Mar. 22  
 Apr. 26

#### COMP. DAY (NO SCHOOL)

Nov. 23  
 Mar. 10

#### ORDER OF MAKE-UP DAYS

May 24  
 May 25  
 May 26  
 April 13  
 May 30

August					Student Hours
M	T	W	Th	F	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	25.2
29	30	31			44.1
September					
			1	2	56.7
5	6	7	8	9	81.9
12	13	14	15	16	113.4
19	20	21	22	23	142.9
26	27	28	29	30	174.4
October					
3	4	5	6	7	203.9
10	11	12	13	14	235.4
17	18	19	20	21	264.9
24	25	26	27	28	296.4
31					296.4
November					
	1	2	3	4	321.6
7	8	9	10	11	351.1
14	15	16	17	18	382.6
21	22	23	24	25	399.2
28	29	30			418.1
December					
			1	2	430.7
5	6	7	8	9	460.2
12	13	14	15	16	491.7
19	20	21	22	23	514.9
26	27	28	29	30	
January					
2	3	4	5	6	540.1
9	10	11	12	13	571.6
16	17	18	19	20	596.8
23	24	25	26	27	626.3
30	31				638.9
February					
		1	2	3	657.8
6	7	8	9	10	687.3
13	14	15	16	17	718.8
20	21	22	23	24	744
27	28				756.6
March					
		1	2	3	775.5
6	7	8	9	10	804.7
13	14	15	16	17	836.2
20	21	22	23	24	865.7
27	28	29	30	31	897.2
April					
3	4	5	6	7	928.7
10	11	12	13	14	947.6
17	18	19	20	21	972.8
24	25	26	27	28	1002.3
May					
1	2	3	4	5	1033.8
8	9	10	11	12	1065.3
15	16	17	18	19	1096.8
22	23	24	25	26	1107.4
29	30	31			
June					
			1	2	
5	6	7	8	9	

Aug. 17 New Staff  
 Aug. 18,19,22 Prof. Dev. (No School)  
 Aug. 22 Open House  
**Aug. 23 Classes Begin**

Sept. 5 Labor Day (No School)  
 Sept. 21 Prof. Dev. (Dismiss 1:15/1:30)

Oct. 5 Prof. Dev. (Dismiss 1:15/1:30)  
 Oct. 19 Prof. Dev. (Dismiss 1:15/1:30)  
**Oct. 26 End of 1<sup>st</sup> Quarter (45 days)**  
 Oct. 31 Prof. Dev. (No School)

Nov.9 Prof. Dev. (Dismiss 1:15/1:30)  
**Nov. 16 End 1<sup>st</sup> Trimester (60 days)**  
 Nov. 21 P/T Conf. (Dismiss 1:15/1:30)  
 Nov. 22 P/T Conf. (Dismiss 1:15/1:30)  
 Nov. 23 Comp Day (No School)  
 Nov. 24,25 Thanksgiving Holiday (No School)

Dec. 7 Prof. Dev. (Dismiss 1:15/1:30)  
 Dec 22 Dismiss 1:15/1:30  
 Dec.23 -Jan.2 Winter Break (No School)  
 Dec. 26 Christmas Holiday (No School)

Jan. 2 New Year's Holiday (No School)  
 Jan. 3 School Resumes  
**Jan. 10 End 2<sup>nd</sup> Qtr (45) & 1<sup>st</sup> Sem (90)**  
 Jan. 16 Prof. Dev. (No School)  
 Jan. 25 Prof. Dev. (Dismiss 1:15/1:30)

Feb. 8 Prof. Dev. (Dismiss 1:15/1:30)  
**Feb. 22 End 2<sup>nd</sup> Trimester (60 days)**  
 Feb. 24? Prof. Dev. (No School)

Mar.6 P/T Conf. (Dismiss 1:15/1:30)  
 Mar.7 P/T Conf. (Dismiss 1:15/1:30)  
 Mar.10 Comp Day (No School)  
**Mar. 16 End 3<sup>rd</sup> Quarter (45 days)**  
 Mar.22 Prof. Dev. (Dismiss 1:15/1:30)

Apr. 13,17 Spring Break (No School)  
 Apr. 14 Good Friday (No School)  
 Apr. 26 Prof. Dev. (Dismiss 1:15/1:30)

**May 16 Seniors' Last Day**  
 May 21 Commencement  
**May 23 Last Day (Dismiss 1:15/1:30)**  
**End 4<sup>th</sup> Qtr (45) and 2<sup>nd</sup> Sem (90)**  
**End 3<sup>rd</sup> Trimester (60 days)**

May 24 Prof. Dev.  
 May 29 Memorial Day (No School)

**8:30-3:15 = 6.3 hrs. per day**

**Date Events**