

2016–2017



PARENT HANDBOOK

Principal: Mr. John L. Christian

Associate Principal/Activity Coordinator: Mr. Duane Orr

Associate Principal: Mr. Steven Starkey

Inspire Learning.Unlock Potential. Empower Achievement.

OUR MISSION STATEMENT

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

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

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

John L. Christian
Principal, Excelsior Middle School



IMPORTANT NUMBERS

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



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

EMERGENCY NUMBERS

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

ACCIDENTS AND ILLNESS AT SCHOOL

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

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

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

IMMUNIZATION

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

MEDICATION IN SCHOOL

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

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

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

PHYSICAL EDUCATION

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

PHYSICAL EXAM

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

HEARING SCREENING

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

HUMAN GROWTH & DEVELOPMENT INSTRUCTION

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

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

SCHOOL DINING SYSTEM

TOTAL ACCESS

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

How do I access information? You may access Total Access via the Linn-Mar home page at www.linnmar.k12.ia.us. Follow the "Quick Link" for Nutrition and look for *Total Access*. If you are a new user and need assistance, contact Ruth Noth at rnoth@linnmar.k12.ia.us.

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

What is a family account? Everyone in your household has been linked to one account. Money deposited into each student account is available for all family members linked to that account. Total Access allows parents to control a la carte spending. If you would like to set limits for extra purchases, contact Ruth Noth at rnoth@linnmar.k12.ia.us.

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

TRANSPORTATION

BUS RULES

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

BUS TICKET OPTIONS

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

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

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

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

ACADEMIC INTERVENTIONS

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

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

- Consistent monitoring of student agenda use and Excelsior's Student Review Spreadsheet
- Progress Reports will be mailed approximately every 3 weeks.
- Consistent use of PowerSchool (or other district-sanctioned data management system) to communicate to parents and students via the Internet as well as consistent phone calls, emails, etc.
- Consistent use of our I-Excel period to pair struggling students with the appropriate teacher
- Before/after school study sessions with appropriate staff, Club Ed.
- Insistence on quality work, via the use of assignment "redo/retakes."
- Child study team/Grant Wood AEA staff consult

CLUBS AND ACTIVITIES

Club	Sponsor	Approx. day and time	Approx. start date	Approx. end date
6th & 7th Gr. Acapella Glee Club	Mrs. Hurkett	Wednesday 2:45 - 3:30	November	TBD
6th Gr. Battle of the Books Prep Club	Mrs. Glew, Mrs. Bancks and Mrs. Behmer	Wednesday 6th grade lunch	October	TBD
6th Gr. Star Wars Club	Mrs. Long and Mr. Whitson	6th grade lunch - twice a month on Thursday	Sept	late May
6th Grade Weekly Drawing	Mrs. Long	Wednesday every other week 3:00-3:45	March	May
7th Gr. Star Wars Club	Mr. Gasper	Thursday 7th grade lunch	September	May
7th Gr. Writers Club	Mrs. Pfeiffer	Every Other Thursday	January	May
Anime/Monga Lunch Club	Ms. McNabb	Monday 2:45-4:00	October	May
Battle of the Books	Mrs. Hart	varies	Fall	April
Brony Club	Mrs. Bancks	Monday 2:45-4:00	September	April
Club Ed	Various staff	Monday & Wednesday	September	
Club Health Kicks	Mrs. Buonadonna	3x week	Spring	
Coloring Book Club	Mrs. Bancks	Wednesday, 6th grade lunch	February	May
Comic Book Club	Ms. Dirks	Wednesday 3:00-3:45	December	late May
Cooking Club (6th)	Mrs. Hurkett	Monday 2:45-4:00	November	late May
Dance Life	Ms. Legore	Thursday 3-3:30	April	May
Debate Club	Mrs. Maddox	Tuesday 6th grade lunch	September	May
Disney Movie Club	Ms. Legore	Alternating Friday 6th grade lunch	December	March
Drama Club	Mrs. Stiffler/Ms. Tristano	varies	Spring	
Drawing Club	Mrs. Hurkett	Wednesday 6th grade lunch	October	May
Drum Circle Club	Mr. Sandersfeld	Wednesday 3:00-3:45 1 -2x month	March	End of May
Duck Tape Club	Mrs. Henricksen	6th grade lunch opposite of Star Wars Club	October	May
First Lego League	Mr. Ortiz	Monday & Thursday	September	November
Gals	Counselor's	1-2 Thursday's a month	October	May
Game over Video Games	Mrs. Hurkett	Thursday 3:00-4:00 pm	Sept.	May
Good Mythical Mondays	Mrs. Mullnix	Monday 7th grade lunch	September	May
Guys	Counselor's	1-2 Thursday's a month	October	May
Hero of Olympus	Mrs. Henricksen	Monday 6th grade lunch	Sept.	TBD
Intramural sports (6th)	varies	varies throughout the year	varies	varies
Junior SODA	Mr. Shipley	varies	Fall	Spring
Lego Club	Mrs. Meyer	Thursday 2:45-3:50	November	May
Lip Sync Battle Club	Mrs. Henricksen	Every other Tuesday, 6th grade lunch	February	May
LMTV (8th)	Kevin Fry	Wednesday after school	Fall	May
Mathcounts	Mead	Days-TBD Time-7am	November	March
Mentors	Counselor's	Thursday	October	May
Mythical Book Club	Mrs. Behmer	6th grade lunch	October	May
Operation Nice Club	Mrs. Henricksen	Thursday 3:00 - 3:30 once a month	Sept.	May
Pride Wall Decorators Club	Ms. Fox	Thursday 6th gr. lunch	February	April

Quiz Bowl	Ms. Mead	Every Day- lunch	Spring	TBD
Rubix Cube Club	Mr. Strottman	Monday & Thursday 2:50-3:30	March	May 27
Show Choir	Ms. Legore	Monday/Wednesday	August	May
Sports Club	Mrs. Gassmann	Wednesday 2:45 - 3:45	February	Before spring break
Symphony Orchestra	Mrs. Vail	Monday 3:00-3:30	October 12	April
Yearbook Club (8th)	Ms. Dirks	varies	September	May
Young Writers	Mrs. Henricksen	6th grade lunch	October	May
YouTube Club	Mr. Shipley	7th grade lunch	March 31	End of May

VOLUNTEER OPPORTUNITIES

If you are interested in any of the following volunteer opportunities, please call or email either the volunteer coordinator or the associate principal.

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

We also have a building volunteer coordinator that may contact you.

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

Magazine Fundraiser	Registration
Classroom helpers	School mailings
Field trips	Sewing helpers
Fitness testing	Sorting school pictures
Help with special education books	Vision and hearing screening
History day judges	Hanging artwork
Providing meals for conferences	Media center

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 and kept out of sight during unauthorized times.

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

Students are authorized to use their devices

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

Cell phones and other communication devices that are disruptive to the learning environment or 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.**

1st incident – Student must sign off and retrieve phone after school from the office

2nd incident – Parent/Guardian contacted and retrieves phone from the office

3rd 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 / LANYARD POLICY

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

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

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

1. All students need their current year ID cards in order to:
 - a. Be in class
 - b. Move between classes and to the restroom
 - c. Buy lunch
 - d. Borrow library books

2. The ID Card is highly encouraged to be worn on a breakaway lanyard hanging from their neck.
 - a. The ID Card must be presented to any school staff member or person of authority when seeking student identification.
 - b. The front and back of the ID Card must remain plain and free of stickers, markings, other photos, etc.
 - c. Lost, stolen, altered, damaged, and defaced ID Cards must be replaced IMMEDIATELY through the main office.
 - d. Cost for replacement is \$2.00 for a new ID Card.
 - e. Replacement lanyards will be available for \$2.
3. Administration will do an ID check at the beginning of each lunch period. For a student who does not have his/her ID Card, they will adhere to the following procedures:
 - a. Student will eat after everyone with an ID has gone through the lunch line.
 - b. Administration will assign consequences. (Student conference, phone call to parent, parent meeting, possible detentions.)

SERVICES

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

Mike Shipley	Excelsior Middle School	447-3152	Alcohol or other drugs
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Shannon Bisgard	Learning Resources Center
447-3028	Sexual Harassment

DISCRIMINATION

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

AT EXCELSIOR

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



THE OLWEUS BULLYING PREVENTION PROGRAM

Overview

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

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

Definition of Bullying

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.

Bullying implies an imbalance of power or strength. The student who is bullied has difficulty defending himself / herself.

How It Works

The Olweus program works with interventions at four levels:

School-wide Interventions:

- Administration of the Olweus Bully / Victim Questionnaire about bullying each year

- Formation of a staff Bullying Prevention Committee
- Staff training
- Development of school-wide rules against bullying
- Development of a coordinated system of supervision during break / free periods

Classroom-level Interventions:

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

Individual-level Interventions:

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

Community Involvement:

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

School Rules Against Bullying

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

Olweus Program Endorsed By:

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

COUNSELING OFFICE

PROGRESS REPORTS

Progress reports are sent every 3-4 weeks to inform parents of their student’s progress.

Progress reports are important in communication with parents. In addition to progress reports, teachers and parents can communicate by telephone, voice mail, electronic mail, or one-on-one conferences. Teachers and parents are encouraged to take advantage of the communication systems available.

STUDENT RECORDS

An accurate record is maintained for each student in accordance with Board Policies 505.6, 505.61, and related administrative regulations. A copy of the policies and

regulations can be obtained by contacting the superintendent's office at the Educational Services Center.

TRANSFERS – WITHDRAWAL

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

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

EXCELSIOR MIDDLE SCHOOL ATTENDANCE POLICY

ATTENDANCE 319-447-3132

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

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

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

COMPULSORY ATTENDANCE

School Board Policy 501.1

Parents or guardians within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the Board. Students will attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school **a**

minimum of 87 percent of the approved calendar. Students not attending the minimum days must be exempted by this policy as listed below or referred to the county attorney. Exceptions to this policy include children who:

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

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

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

SIGN IN/SIGN OUT:

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

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 arrivals*. Late buses will not be considered late arrivals. Students are expected to sign in at the main office whenever they arrive to school late. Every quarter, each student starts out with zero late arrivals. The following process will begin when students are late getting to school:

1st late arrival - no consequences

2nd late arrival - no consequences

3rd late arrival - warning and parent notification

4th late arrival -detention and parent notification

Subsequent late arrivals block detention and parent notification

TARDINESS: Once students are at school, they are expected to be in class on time. When students are at school and late getting to class, they are considered tardy. At the beginning of each quarter, every student starts out with zero tardies. The following process will begin when students are tardy to class:

1st tardy to class - warning

2nd tardy to the same class -parent notification

3rd tardy to the same class -30 minute teacher detention

Subsequent tardies to the same class - office referral

EXCUSED ABSENCE

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

UNEXCUSED ABSENCE

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

Partial day - Make up time missed before/after school

Full day - Block Detention or suspension

TRUANCY

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

Partial day (4 mods or less) :

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

Full day (5 mods or more) :

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

STUDENTS LEAVING FOR AN APPOINTMENT:

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

or

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

or

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

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

DELIVERING ITEMS TO STUDENTS

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

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

F.Y.I.

LOST ID CARDS

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

LUNCH MONEY

Students need to turn in lunch money BEFORE SCHOOL (by 8:00) in the small cafeteria. Any other time of day lunch money needs to be turned in at the main office and will be deposited into the account the next morning.

VISITORS

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

WITHDRAWAL FROM PERFORMANCE MUSIC

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

TEACHER CHANGE PROCEDURE

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

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

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

ATHLETICS

6th GRADE INTRAMURAL ACTIVITIES

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

2016 – 2017
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.

7/8	Cross Country (boys & girls)	First day of school
7/8	Football (boys)	First day of school
7/8	Soccer (girls)	First day of school
7/8	Volleyball (girls)	First day of school
7/8	Tennis (boys)	First day of school
7/8	Basketball (boys)	October 10
7/8	Swimming (girls)	October 10
7/8	Swimming (boys)	December 2
7/8	Basketball (girls)	December 2
7/8	Wrestling (boys)	January 20
7/8	Track & Field (boys & girls)	March 20
7/8	Soccer (boys)	March 20
7/8	Tennis (girls)	March 20

All seasons will conclude at the completion of the schedule of contests.

Note: Starting dates are approximate and 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 should be turned into the Excelsior Middle School office

CO-CURRICULAR ACTIVITIES

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

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

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

MEDIA CENTER

The Media Center at Excelsior is a center of learning and adventure! Students will have access to books, computers, and a variety of activities. There are 39 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!



Nondiscrimination

(Policy 105.1)

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

Inquiries and grievances should be filed with: Linn-Mar Equity Coordinators Executive Director of Human Resources Karla Christian or Executive Director of Instructional Services Dirk Halupnik at 3333 North Tenth Street, Marion, Iowa 52302 or 319-447-3036 / 319-447-3028 who have been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, and Iowa Code § 280.3 (2007)

PBIS Goals

We will...

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

Expectations by Settings

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

5 point voice volume scale

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