

Hoyt Middle School STUDENT HANDBOOK

OFFICE INFORMATION:

Deb Markert, Principal
Beverly Eck, Associate Principal
Joseph Spiess, Associate Principal
Bambi Piper, Office Manager
Sherry Fischer, Attendance
Lori Seitzer, School Nurse
Caron Weldin, School Counselor
Carmon Rasmussen, School Counselor
Joshua Osborne, Behavior Coach
Carrie Crist, Success Worker

CONTACT INFORMATION

Telephone: 515-242-8446

Fax: 515-323-8654

Hoyt's Mission

To ensure high levels of learning for all students!

Hoyt's Vision

To be a highly effective, model middle school!

Hoyt Hawks SOAR!

SOAR stands for our values and expectations at HMS
We aspire to be Scholarly, Open Minded, Authentic, Risk Takers
Who are Safe, Organized, Appropriate, and Responsible
All that we do in classes, the hallways, lunchtime, or after school are based on these
values and expectations.

Persons with disabilities who need information about accessibility to the building
or who need sign or language interpreters, please contact the Hoyt Principal at 242-8446

DAILY SCHEDULE

Students are in class from **8:30 a.m. to 3:25 p.m.** No student should be in the building or on school grounds before 8:00 a.m. All students should enter through the front entrance on E. 42nd Street, by the main office.

Students will pick up a breakfast as they enter the building, go to their locker to put backpacks, coats, etc. away and then report directly to their 1st period class.

Students arriving after **8:30 a.m.** must report to the attendance office and will be considered tardy. All doors will be locked after 8:30 a.m. for security reasons.

Breakfast and lunch will be served free of charge to all students.

CLASS SCHEDULE

Period 1	8:30 – 9:25
Period 2	9:28 – 10:23
Period 3	10:26 – 11:21
Period 4	11:24 – 12:56 (see lunch schedule below)
Period 5	12:59 - 1:54
Period 6	1:57 – 2:52
Period 7	2:55 – 3:25

Lunch Schedule - during Period 4

Grade	Class (4th period)	Lunch
6	11:55-12:56	11:24-11:54
7	11:24-12:25	12:26-12:56
8	11:24-11:54 12:26-12:56	11:55-12:25 split class

ATTENDANCE

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. Students are expected to attend classes regularly and to be on time. There is a strong correlation between good attendance and academic success. Students who receive excessive absences can expect that their learning will be affected even though work may be made up. School work missed because of absences must be made up. Full credit will be given for schoolwork made up because of absences.

Parents/guardians are expected to notify the school regarding a student's absence on the day of the absence. An absence must be reported within 24 hours of the date of absences.

Excused Absence: A student may be excused by a parent for the following reasons: illness, medically documented chronic or extended illness, hospitalization, doctor's care or nurse's approval, medical/dental care, death or serious illness of

immediate family or household, suspension from school, religious holidays, court or legal proceedings, and classes missed because of attendance at a school-sponsored trip or activity.

Unexcused Absence: An unexcused absence is a student's absence from school or class that does not fall within the above stated reasons. When a student has **five unexcused absences in a semester**, it is considered to be excessive and an intervention will occur.

Excessive absences may result in a letter being mailed home, intervention plans developed, student being referred to the schools support team, modification of schedule, assigned mentor within the building, assignment to an in-building alternative educational program for additional academic support. The principal or designee may also refer the student to the Polk County Attorney Mediation Center.

HEALTH SERVICES

Students are to be sent to the nurse with a pass. Only students in need of emergency treatment will be seen by the nurse without a pass. Students are not to go home or leave the school grounds without going through the office or nurse. The nurse calls the parent or individual listed on the emergency sheet when students are ill. If the parent requests their child to come home, we may request the student to have a doctor's note if you wish to exclude the absence. If students leave the building or class without permission from nurse/administration, they will be counted truant.

DES MOINES SCHOOL DISTRICT DRUG POLICY

Students may not be in possession of drugs of any kind on or around school property. That includes Tylenol/acetaminophen, Advil/Ibuprofen, vitamins, and other over-the-counter remedies. Any needed medications must be kept with the school nurse and have a doctor's note on file. If students disobey this policy, they may be subject to disciplinary action. All drugs and medications must be locked in the nurse's office. If you need further assistance, please contact school nurse @ 242-8446.

EMERGENCY INFORMATION

Parents and/or guardians are required to fill out a form which includes updated family and medical service information. All phone numbers must be current, and a contact person must be available for each student. If a student becomes ill or injured, parents will be notified as soon as possible. Emergency or minor first aid will be administered. **Please keep your emergency contact information updated.**

HEALTH & IMMUNIZATION CERTIFICATES

Students who wish to participate in athletics or who are enrolling in the district for the first time, shall have a physical examination by a licensed physician and provide proof of such

examination to the nurse (the nurse has the forms). We cannot allow students to participate in athletics without a physical. Students enrolling for the first time in the district shall also submit a certificate of immunization as defined by State of Iowa Law. Exemptions will be allowed only for medical or religious reasons and must be validated by the Iowa State Department of Health.

FOOD/TREATS

There will be no food preparation and or distribution in the classroom except Family and Consumer Science. Non-food items are encouraged for class parties, special occasions, and celebrations. If it is necessary to bring food into the school, it must be purchased through the District's Food and Nutrition Management Department or be commercial, pre-packaged individual items. Due to health issues, students **must not share** any food or drink items with other students. Students will not be allowed to bring in beverages that are not consistent with the school board food and nutrition policy. Students wishing to bring food in from an outside vendor must have prior approval from the office.

SPORTS & OTHER ACTIVITIES

In order for a student to participate in any school activity or sport, your child must be in attendance of **three or more periods** on that day. Students are encouraged to participate in sports and other activities. If a student has been suspended during the course of the school day, they cannot participate in or attend any extracurricular/sporting activity until 24 hours after the suspension or until the suspension is completed.

ATTENDING SPORTS EVENTS/ SCHOOL ACTIVITIES

Students who attend sporting events must remain at the game the entire time. Students who leave the building will not be readmitted. Students may not attend away games without parent supervision. All school rules apply when at sporting events/school activities.

DRESS AND ACCESSORIES

The mission of the Des Moines Public Schools can only be accomplished if students are provided a safe and dignified learning environment. Students are expected to dress in a manner that is not disruptive to the educational process. Since the behavior of students greatly influences the learning atmosphere, the Hoyt policy is to discourage and prohibit actions and apparel which serve as distractions in classrooms, halls, cafeteria and other common areas. Although the primary responsibility for appearance rests with students and their parents, if your child's dress or physical appearance is a distraction or disruptive to the educational setting or process of the school, the administration has the right to ask the student to call home for a change of clothes or clothing items could be given to the student for the school day.

In order to maintain an atmosphere conducive to learning, use the following guidelines:

- Hats and caps are not to be worn during the school day unless given special permission by the administration.
- Pajamas worn as clothes are not allowed.
- Clothing must not advertise or promote gangs.
- No sexual innuendo or sexually suggestive phrasing.
- No intimidating or offensive racial or gender statements or graffiti on clothing, body, or other items.
- Students are not allowed to wear coats or jackets in class. Due to our air-conditioned building, we strongly suggest that a sweater or sweatshirt should be brought to school and be kept in the student's locker.
- Hair care items, make-up items, and cologne are not allowed in the classroom.
- Jewelry and accessories must be appropriate and not pose a danger to others. Chains hanging from the belt are not permitted due to the potential safety hazard.
- No strapless tops or halter tops are permitted.
- Shirts must cover the stomach and large arm holes that overexpose are not allowed.
- Book bags, gym bags and purses must be kept in lockers during the day.
- Hoyt Middle School is not responsible for the following items if lost or stolen at school: electronic devices, cell phones, laser pointers, toys and other **non-school related items**. If you choose to bring items of value to school, it is at your own risk.

According to State law, shoes must be worn at all times in the building. We will contact parents to inform them of a clothing distraction. The administration will provide appropriate clothing for the remainder of the day.

PUBLIC DISPLAY OF AFFECTION—or PDA

Public Display of Affection—or **PDA**—includes physical contact including, but not limited to, intimate touching, hand holding, fondling, cuddling, and kissing at **school** or a **school-sponsored** activity between two students typically in a relationship.

PDA is not appropriate for a school setting and will be reported to guardians if it becomes an ongoing issue.

LOCKERS

The school will assign each student a locker to store schoolbooks and supplies, coats, bags, purses, and school related items. Students are responsible for memorizing their combination and keeping it private. The sharing of lockers by more than two students is strongly discouraged. **The locker should not be considered a secure place for valuables.** If it is necessary for students to bring money to school, they should keep it with them at all times.

RULES GOVERNING STUDENTS RIDING SCHOOL BUSES

It is the intention of the Des Moines Public Schools to provide safe transportation for students eligible for bus service. It is imperative that students' conduct allow the school bus driver to give his/her attention to driving. Students must know and follow these bus rules. Those who do not follow the rules will be subject to removal from the bus or other disciplinary action. Parents will be responsible to bring their child to school if student is removed from the bus. Students and parents have a major responsibility for following these school bus rules.

FOR SAFETY'S SAKE:

1. Follow the directions given by the driver at all times.
2. Be on time for the bus, both morning and afternoon.
3. Wait for the bus a safe distance from the curb.
4. Stay seated until time to get off the bus.
5. All carry-on items must be stored out of the aisle.
6. Keep your hands, arms, and head inside the bus at all times.
7. Noise must be kept on a reasonable level. Conversations should be in normal tones. Silence must be observed while crossing railroad tracks.
8. Profanity (by word or gesture) is not permitted.
9. Wrestling or throwing objects is prohibited.
10. Damage to the bus or seat covers is not allowed.
11. Smoking, igniting any item, or use of a controlled substance is prohibited.
12. Maintain a tidy bus—no littering.
13. Eating on the bus is not allowed.
14. Enter and leave the bus in an orderly manner—no pushing or shoving.

Generally, if a student who violates any of the school bus rules, they will receive a verbal warning from the driver. If the student continues to be uncooperative on the bus, the driver may assign the student to a particular seat or conference with the student. Serious or repeated infractions will result in the driver writing up the violation on Form 917. School officials will decide on discipline. Discipline may include assignment of permanent seating, temporary or permanent removal from the bus. Parents are responsible for student transportation. If the student loses their ID, they may purchase a replacement for \$2.00 from the office.

COMPUTER & INTERNET USE

The appropriate use of technology to develop skills and meet educational goals is encouraged at Hoyt. All students will be required to sign, and have a parent sign, an "Internet Use Agreement" prior to being allowed to access the internet via school computers. Students will be required to sign in at a computer at the time of use. Any failure to sign in correctly or have a signed existing "internet use agreement" in force, may result in temporary or permanent exclusion from all school computers. Other sanctions may apply if the student has used the computer for inappropriate purposes. Privileges may be revoked by administration when necessary.

STUDENT MEALS

A hot, nutritious breakfast and lunch is available each day for all students **at no cost**. You may bring money for "extras". If you bring money for your lunch account, you must take it to the cafeteria before school (8:00 to 8:30 a.m.) or during your lunch. If you bring a cold lunch, you can buy milk in the cafeteria. Please keep the lunchroom clean by picking up after yourself, using good manners, and remind others to do so as well.

Parents can monitor and deposit into the students lunch account by using the following website: myschoolbucks.com

EMERGENCY CLOSING

When school is closed or dismissed early, information is made available through several media:

- Cable Channel 12, DMPS channel
- Local radio and television stations
- www.dmschools.org

Please consult one of these sources on change in school schedules.

STUDENT & VISITOR USE OF CELL PHONES

Cell phones and electronics are not to be on, used, or displayed during the school day. If a student has a cell phone out, the teacher will remind the student to put it away. If the student does not comply, **the phone will be taken and given to an administrator**. Again, all devices must be off during the school day. Students may use their devices before school, during lunch and after school. In the event of an emergency, the above electronic devices could cause a major security problem. In the event of a power outage or natural disaster, stay tuned to the local news media. If you have any emergency and or need to contact your child, please call the Hoyt office @ 242-8446. The office will immediately notify your child.

STUDENT & ADULT VISITORS

Parents are always welcome. Student visitors from other schools in the Des Moines area are not permitted. We encourage you to inform the office prior to coming to the school if you wish to visit a class or visit with a teacher. Adults visiting our building **MUST** sign in at the main office, have a valid ID and obtain a pass. We will require all adults to show identification to pick up or talk to students due to safety concerns.

EDUCATIONAL EQUITY STATEMENT

The Des Moines Public Schools prohibits discrimination based on age, race, creed, color, sex, marital status, national origin, religion, sexual orientation or disability in educational and employment programs and activities. In addition, the district prohibits acts of intolerance or any form of harassment toward employees or students. For information regarding procedures

for discrimination complaints, contact the District Compliance Officer who is also the Title IX and 504 Coordinator.

GRADING PRACTICES

Hoyt Middle School staff will continue their efforts to research and implement grading practices that are in line with current professional practices. Hoyt teachers will:

- Update Infinite Campus every two weeks.
- Report card grades will reflect academic performance only.
- Provide families with grade reports every 9 weeks.
- Provide opportunities for students to redo work with a focus on mastering the objectives.

COUNSELING SERVICES

Students at Hoyt have access to 2 full-time middle school counselors, Caron Weldin and Carmon Rasmussen. Our counselors work with students individually and in small groups. They also work with teachers to deliver counseling curriculum. They are a great resource for students who need conflict resolution with other peers.

As needed, students can be referred to a Child Guidance Therapist who is housed at Hoyt and employed by Orchard Place. Parents must approve this first and complete an intake process with the therapist and all services are confidential. These services take place at Hoyt during the school day.



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**Scholarly
Open Minded
Authentic
Risk Takers**

who work hard to be...

**Safe
Organized
Appropriate
Responsible**

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