

# STUDENT AND PARENT HANDBOOK

**Hoyt Middle School**

Des Moines Public Schools

2023-2024



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## **Hoyt Hawks SOAR**

At Hoyt we aspire to be ...

**S**cholarly  
**O**pen Minded  
**A**uthentic  
**R**isk Takers

Who work hard to be ...

**S**afe  
**O**rganized  
**A**ppropriate  
**R**esponsible

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## Equity/Non-Discrimination Statement

It is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

If you have questions, concerns or a complaint related to this policy, please contact Carol Wynn-Green, 2100 Fleur Drive, Des Moines, IA 50321; phone: 515-242-7709; email: [carol.wynngreen@dmschools.org](mailto:carol.wynngreen@dmschools.org). Complaints can also be directed to the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319-1004, (515) 281-4121, or Region VII Office for Civil Rights, Citigroup Center 500 W. Madison Street, Suite 1475 Chicago, IL 60661-4544.

# Daily Schedules

## 6<sup>th</sup> Grade

Period 1	Core Class	8:30 - 9:30
Period 2	Core Class	9:35 - 10:35
Period 3	Extended Core	10:40 - 11:25
Period 4	Extended Core	11:30 - 12:15
Advisory or Hawk Lab		12:20 - 12:45
Lunch		12:45 - 1:15
Period 6	Core Class	1:20 - 2:20
Period 7	Core Class	2:25 - 3:25

## 7<sup>th</sup> Grade

Period 1	Extended Core	8:30 - 9:15
Period 2	Extended Core	9:20 - 10:05
Advisory or Hawk Lab		10:10 - 10:35
Lunch		10:35 - 11:05
Period 4	Core Class	11:10 - 12:10
Period 5	Core Class	12:15 - 1:15
Period 6	Core Class	1:20 - 2:20
Period 7	Core Class	2:25 - 3:25

## 8<sup>th</sup> Grade

Period 1	Core Class	8:30 - 9:30
Period 2	Core Class	9:35 - 10:35
Period 3	Core Class	10:40 - 11:40
Advisory or Hawk Lab		11:45 - 12:10
Lunch		12:10 - 12:40
Period 5	Extended Core	12:45 - 1:30
Period 6	Extended Core	1:35 - 2:20
Period 7	Core Class	2:25 - 3:25

## Prep Academy (7<sup>th</sup>)

Period 1	Ext. Core	8:30 - 9:15
Period 2	Ext. Core	9:20 - 10:05
Adv./Hawk Lab		10:10 - 10:35
Lunch		10:35 - 11:05
Study Hall	Library	11:05 - 11:30
Bus to CA		11:30 - 11:50
Period 4	Core CA	11:50 - 12:35
Period 5	Core CA	12:40 - 1:25
Bus to Hoyt		1:25 - 1:45
Period 6	Core Class	1:45 - 2:20
Period 7	Core Class	2:25 - 3:25

## Central Academy (8<sup>th</sup>)

Bus to CA		8:20 - 8:40
Period 1	Core CA	8:45 - 9:30
Period 2	Core CA	9:35 - 10:20
Period 3	Core CA	10:25 - 11:10
Bus to Hoyt		11:10 - 11:30
Study Hall	Library	11:30 - 11:40
Ads./Hawk Lab		11:45 - 12:10
Lunch		12:10 - 12:40
Period 5	Ext. Core	12:40 - 1:30
Period 6	Ext. Core	1:35 - 2:20
Period 7	Core Class	2:25 - 3:25

## Before School Procedures

- Doors will open at 8:15am.
- Bus riders and 8<sup>th</sup> graders may enter the building through the main doors on East 42<sup>nd</sup> St.
- 6<sup>th</sup> and 7<sup>th</sup> graders may enter through the Sheridan doors.
- Students must put their bags, coats, and cellphones in their locker upon arrival.
- All students for the 2023-2024 school year can go through the breakfast line by the main office for free.
- Students should eat their breakfast from 8:15-8:30am in their first period classroom.
- All students should be in their first period class by 8:30am.
- Late students need to check-in at the main office and receive passes to class.
- Please, be patient as you drop off students at school.

## Lunch Procedures

- Students will be assigned to lunch tables based on their advisory.
- Advisory teachers will walk their students to the cafeteria through the north doors.
- Students should sit at their assigned lunch table until dismissed to go through the line by the supervising adult.
- Parents of students with special dietary needs must contact the nurse and are required to submit the forms located on the Food and Nutrition website under "[Special Diets](#)" prior to receiving a specialized meal plan.
- All students for the 2023-2024 school year will receive free lunch.
- Student are not allowed to bring large bags of chips and non-water beverages during the day, including lunch.
- All students are expected to listen to the cafeteria staff and follow their directions regarding lunch line expectations.
- Students must throw away their trash and clear their space after they are done eating lunch.
- Students must clean their tables in order to be dismissed.
- Students may have the option to go outside, but this opportunity is at the discretion of the cafeteria supervisors.
- Additional information regarding Food and Nutrition, including menus and meal guidelines, can be found here at the [DMPS Food and Nutrition](#) website.

## After School Procedures

- School ends at 3:25pm.
- Students can retrieve their items from their locker.
- Students should leave the building.
- All students on school grounds after 3:45pm should be with a club supervisor or coach.
- Bus riders should exit the building through the main doors on East 42<sup>nd</sup> St.
- Walkers and car riders should exit the building through the Sheridan doors.
- Cars can wait by the Sheridan doors or in the back parking lot.
- Please, be patient as you pick up students from school.

## Student Belongings

Students will be responsible for their own belongings throughout the day. This includes, but is not limited to, coats, hats, backpacks, purses, trappers, gloves, scarves, and technology. Upon arrival at school, students should place all personal items in their lockers. Only the school supplies listed on the [2023-2024 school year supply list](#) should be carried to class. For specific information regarding cellphones and cellular devices, please see the cellphone policy in this handbook.

# Grading Practices

## Practices

Des Moines Public Schools has adopted the practices of Standards Referenced Grading (SRG). The SRG Handbook is available by [following this link](#). These are six grading practices that are foundation to SRG.

1. A consistent 4-point grading scale is used.
2. Academic achievement is reported separately from behaviors.
3. Scores are based on a body of evidence.
4. Achievement is organized and reported by learning topic. In secondary schools, topic scores are converted to a grade at semester's end.
5. Students have multiple opportunities to demonstrate proficiency.
6. Accommodations and modifications are provided for exceptional learners.

## Body of Evidence (Assignments) Grading

Abbreviation	Meaning	Interpretation
ET	Exceeding Target	Student has shown mastery beyond the scope of the target.
AT	Achieving Target	Student has shown all criteria necessary for proficiency of the target.
PT	Progressing Towards	Student has shown most criteria, but not all criteria towards proficiency.
NM	Not Met	Student has attempted, but not show most criteria towards proficiency.
M	Missing	Student has not attempted or submitted evidence towards the target.

## Topic Scores

Score	Evidence shows the student...
4.0	Demonstrates proficiency (AT) in all learning targets and success at Level 4.
3.5	Demonstrates proficiency (AT) in all learning targets with partial success at Level 4.
3.0	Demonstrates proficiency (AT) in all learning targets.
2.5	Demonstrates proficiency (AT) in at least half of the learning targets.
2.0	Demonstrates some success criteria (PT) toward all learning targets.
1.5	Demonstrates some success criteria (PT) towards some of the learning targets.
1	Does not yet meet minimum criteria for the targets.
0	Produces no evidence appropriate to the learning targets at any level.

## Grading Scale

Grade	Topic Score Average
A(Honors)	3.50 to 4.00
A	3.00 to 3.49
B	2.50 to 2.99
C	2.00 to 2.49
D	1.75 to 1.99
F	0.00 to 1.74

## Assessments and Surveys

Students will participate in several surveys and assessments throughout the school year. Click [here](#) to access the DMPS middle school assessment calendar for the 23-24 school year. For more information about each assessment, please visit [data.dmschools.org](http://data.dmschools.org) and click on the "testing" tab.

## Snap! Connect

Snap! Connect is the best way to keep up to date with all Hoyt activities, events, and news. Furthermore, the app allows for easy messaging between parents and staff. The following information will help you ensure that you're signed up to receive communication via Snap! Connect.



Have a registration code?	Need a registration code?	Already have an account?
<ol style="list-style-type: none"> <li>1. Download Snap! Connect from the App Store or GooglePlay.</li> <li>2. Go to <i>Register Your Account</i>.</li> <li>3. Enter your registration code and last name.</li> <li>4. Confirm your contact information.</li> <li>5. Confirm your privacy settings.</li> <li>6. Create a password.</li> </ol>	<p><b>Students</b></p> <ol style="list-style-type: none"> <li>1. Click <i>I don't have a code</i>.</li> <li>2. Enter your @dmschools.org email address.</li> <li>3. You will be sent a code via your school email.</li> </ol> <p><b>Guardians</b></p> <ol style="list-style-type: none"> <li>1. Click <i>I don't have a code</i>.</li> <li>2. Enter your email address or cellphone number.</li> <li>3. You will be sent a code via email or text.</li> </ol> <p><b>OR</b></p> <p>Visit:  <a href="https://cloud.schoolcnxt.com/registration">https://cloud.schoolcnxt.com/registration</a>            to receive a registration code.</p>	<ol style="list-style-type: none"> <li>1. Go to the Login screen.</li> <li>2. Enter your email address or phone number and the password you created.</li> <li>3. If you do not remember your password, tap <i>Forgot Password</i>.</li> </ol>

## Procedures and Expectations

### After School Activities

Participation in extra-curricular activities and clubs has shown to support students' academic engagement and achievement. Hoyt Middle School students are encouraged to engage in after school clubs, activities, or other programming. A late bus for students participating in activities will be provided on evenings when activities are confirmed to have met at Hoyt Middle School. The Student Engagement Coordinator and Student Support Coordinator can assist students in identifying the correct bus. The following link to the [Hoyt Activities page](#) will assist parents and students in determining the activity that best fits their interests.

### Student IDs

DMPS will distribute each student with a Student ID. It is the expectation that students have IDs on them. IDs do not need to be worn, but they must be accessible and able to be located if the student is asked to show identification.

Student IDs will be required for:

- Breakfast and lunch
- Entrance into activities
- Checking out library books

### Hall Passes

Students must have a pass signed by a staff member to be in the hallway. Bathroom passes will only be given after the first 10 minutes and before the last 10 minutes of class. Pass are required to go to the library during Advisory. Passes should be given back to the teacher upon return. Students in the hallway without a pass are considered to be eloping, which may result in further consequences and behavior reteaching.



## Computers and Technology Use

Students will be provided with technology on an as needed basis. Teachers will plan for computer carts to be available when computers are being used for testing or classroom instruction. Students will be assigned a specific computer for use in each classroom, but they will not be allowed to take a computer home unless special arrangements are made with the Building Technology Specialist or Hoyt administration. These arrangements will only be allowed due to extended illness, 30- or 90-day suspension, or students that attend Central Academy. Students and parents should be aware of the DMPS policy Student Use of Educational Technology Code 610.1. Technology is to be viewed and treated as an instructional tool and not for personal use. Inappropriate use may lead to disciplinary actions. Refer to the appropriate use information [here](#).

## Dress Code and Accessories

The following guidelines are meant to assist students and parents in determining appropriate attire for students at school. The primary responsibility for appearance will be determined by students and parents. However, appearances that are disruptive to the learning environment will not be tolerated. School administration reserves the right to add or change the dress code as necessary and make decisions on the appropriateness of students' attire. The school administration reserves the right to request a change in attire or send students home if they are in violation of the dress code.

1. Undergarments should be covered.
2. Shoes or sandals should always be worn.
3. Clothing containing offensive language, hate speech, sexual imagery, or promoting gangs, alcohol, drugs, violence, or tobacco should not be worn at Hoyt Middle School or Hoyt Middle School-affiliated events.

## Pledge of Allegiance

Iowa Code 280.5 Section 2 states that the Pledge of Allegiance must be recited in each public school building each day. Furthermore, the code states that, "A student shall not be compelled against the student's objections or those of the student's parent or guardian to recite the pledge." The pledge will be read at Hoyt Middle School each morning at the start of the day.

## Bathroom Policy

Students will have the opportunity to use the restroom during the five-minute passing periods between class and during lunch time. Students will be expected to follow the teachers' procedures in requesting to use the restroom. Students are expected to use the restroom nearest their assigned classroom or location. Students may only use the restroom after the first ten minutes and before the last ten minutes of the class period. Students having an emergency can talk with their teacher and they will be directed to the restroom or school nurse, as needed. Students who use the restroom between class periods are expected to arrive to class on time. If your student has a medical condition or other circumstances that would require additional accommodations, please contact the school nurse.

## Medication

All medications should be distributed by the school nurse during school hours. Students should not carry any medicine with them, except for emergency medications that are pre-approved for use by the school nurse. Parents must sign a form authorizing the nurse to administer medications. [See the nurse's website for more information.](#)

## Visitors

Parent and guardian involvement is shown to have a significant positive impact on a child's education, and we welcome parents and guardians to visit. Visiting classrooms can be accommodated with prior scheduling with administration. Parents must stop in the office to sign-in and be escorted before visiting the classroom. The sign-in process allows us to know who is in the building and protects everyone in the school from unauthorized visitors. Please, note that other children visiting school, with or without parents, can be a distracting influence in the classroom. If possible, please, plan

for younger children to be cared for when you are making a planned visit. Note, visiting to bring students lunch from area restaurants will be discouraged. Any meals brought to students from outside restaurants will require that the student sit in the office for lunch, as it causes a disruption to other students in the cafeteria.

## Tardy Expectation

Timely attendance in class is important to every students' learning. The following policy will be enforced. Tardies will be monitored daily by the Student Support Coordinator.

- 2 Tardies – Phone call home by the Student Support Coordinator
- 3 Tardies – Lunch Detention
  - If a student misses their assigned detention, then they will be rescheduled.
  - If a student misses their rescheduled detention, then they will be assigned two lunch detentions.
  - If a student refuses to serve their lunch detention, then they will be assigned In-School Suspension.

Tardies will be monitored weekly by the Restoration and Safety Coordinator. If there is a pattern of tardies than parents/guardians will be contacted for a meeting and students will be placed on an attendance contract.

## Cell Phone Policy

While we recognize that cell phones are a part of our everyday lives, they are not a necessary requirement to meet curricular outcomes. In fact, cell phones are often a distraction to our students' ability to engage in their learning. To maintain an optimal learning environment for all students and to ensure safety and limit distractions, we request your support as we curtail the student use of cell phones and other personal devices at DMPS middle schools.

- Cell phones may not be used during the instructional hours of 8:15am – 3:25pm.
- Cell phones should be kept in the student's pocket or locker at all other times.
- Cell phone use in the restrooms is always prohibited to ensure safety and privacy of all students.
- In the case of a family emergency, the office staff will give your child a message or have them return your call.
- Health concerns can be addressed using the telephone in the nurse's office.

The following outlines the steps that will be taken by all Hoyt Middle School staff to support students in meeting the expectations of this policy:

1. Teachers will give students three verbal warnings to put their cell phones away.
2. If after the third warning the student does not comply, then the student will be required to turn their cell phone in to the teacher for the remainder of the period. A Level 1: Misuse of Technology referral will be submitted. Parents or guardians will be contacted by the teacher.
3. If the student refuses to give the cell phone to the teacher, then a Campus Monitor will be contacted to collect the cell phone and take it to the office for the remainder of the day. A Level 2: Misuse of Technology referral will be submitted. Parents or guardians will be contacted by school staff.
4. If there are documented, recurring incidents of cell phone misuse, then a plan will be developed for assuring proper management of the cell phone by the student. This plan will be developed by a team of teachers, the Restoration and Safety Coordinator, and the parents/guardians.

We expect all students to comply with this policy to support learning and we will do our best to help them understand the need for this policy. We appreciate the support of parents and guardians with the implementation of this policy, as it will better ensure students are engaged in the learning environment and receiving the educational services they need to positively contribute as global citizens.

# Student Discipline Code and Procedures

## Philosophy for Discipline

Discipline in the Des Moines Public Schools is a joint responsibility that should be shared by school staff, students, and their families. It is designed to promote behavior that will enable students to function successfully in their educational and social environments. The District Discipline Code is to be applied consistently and uniformly throughout the District so that students are treated fairly and equitably. The District Discipline Code is developed to help students understand their obligations to others in the school setting and is reflective of the concern for the dignity and growth potential of each student as well as the commitment to the safety interests of all students, staff and the community.

## Student Misconduct

The District Discipline Code provides a description of a broad range of behavior considered to be student misconduct. The behavior described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process.

The acts of misconduct listed in Levels I, II, III, IV are not inclusive. The student who commits an act of misconduct that may be classified into any of the four levels will be subject to disciplinary action by the classroom teacher, Restoration and Safety Coordinator, Associate Principal, or Principal. Des Moines Public Schools administration reserves the right to make final decisions regarding disciplinary consequences.

## Levels of Offense

Acts of misconduct are categorized into the following four levels of offense:

- **Level 1:** Teacher Response
  - Offenses that generally occur in the classroom and can be retaught by the teacher.
- **Level 2:** Restoration and Safety Coordinator Assisted
  - Offenses that are more serious in nature or a continuance of Level 1 misconduct.
- **Level 3:** Administrator Response
  - Offenses that seriously disrupt the educational process in the classroom, school, or school-related activities, or a continuance of repeated Level 2 misconduct.
- **Level 4:** District Response
  - Offenses that threaten to disrupt the orderly educational process of the classroom or school or offenses that demonstrate the student's presence is detrimental to the best interests of the school. A finding that a student has engaged in an offense listed under Level 4 constitutes a finding that the student has engaged in serious misbehavior which may require alternate educational placement or recommendation for expulsion for serious offenses.

## Harassment and Bullying Defined

Any communication toward a student including electronic (such as e-mails or instant messages), telephonic, written or verbal communication, or any physical act or conduct that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited. An objectively hostile school environment is created if the act or conduct:

- places the student in reasonable fear of harm to the student's person or property; or
- has a substantially detrimental effect on the student's physical or mental health; or
- 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 or benefit from the District services, activities, or privileges.

Examples of prohibited behavior may include but are not limited to the following:

- unwelcome touching;
- inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs, or posters;
- implied or explicit threats concerning grades, awards, property, or opportunities;
- requiring explicitly or implicitly that a student submit to harassment or bullying as a term or condition of the student's participation in any educational program or activity.

Bullying and harassment of students is against federal and state law and against school policy and will not be tolerated. The district prohibits harassment based upon the students actual or perceived traits including, but not limited to race, color, creed, sex, age, religion, marital or family status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic status. Discipline may include suspension or expulsion of a student, termination of an employee, and exclusion of a volunteer from District activities or school premises. Please see DMPS School Board Policy Series 500, Code 524 for further details.

### Search and Seizure

A school official may search an individual student and a protected student area (student, clothing worn or carried by the student, any container used by the student) if the school official has reasonable grounds for suspecting the search will produce evidence that student has violated or is violating law or school policy. All searches of students or a protected student area shall either occur in the presence of the student or in the presence of at least one other person. Police may be contacted if necessary. For more information on "Search and Seizure" please see our district middle school parent and family handbook. [Middle-School-Handbook-2023-24-1.pdf \(b-cdn.net\)](#)

### Fighting and Repeatedly Creating Unsafe Learning Conditions

As a community, we expect schools to be fully inclusive environments where students and staff feel safe to be who they are without threats or acts of violence and hatred. We are committed to creating spaces where students, teachers, administrators, and families feel welcome and where positive relationships are built and maintained through common values and community building. The Des Moines Schools District has chosen to specifically address the most prevalent and disruptive of behaviors with specific policy and procedures.

1. **Fighting:** students mutually engaging in offensive physical contact intended to cause injury.
2. **Common area loitering or refusal to be in an assigned area:** students creating a disruptive and unsafe learning environment by refusing to attend class or be in an assigned area.
3. **Technology use leading to or supporting violence while on school grounds:** the uses of technology to increase the level of violence in schools: Recording violent acts while on school grounds for the purpose to exacerbate, recording violent acts while on school grounds without alerting school officials.

Students committing any of the behaviors listed above (Items 1-3) are subject to the following procedures:

- **1<sup>st</sup> offense** = Parent Meeting and formal Behavioral Contract with supports provided.
- **2<sup>nd</sup> offense** = 30 school days virtual placement
- **3<sup>rd</sup> offense** = additional 60 school day virtual placement
- **4<sup>th</sup> offense** = additional 90 school days virtual placement

A manifestation determination meeting must be held for students with an Individualize Education Plan (IEP).

The terms of a placement in an Alternate Educational Placement (AEP) under this required placement section, as well as under Level III, prohibit the student from attending or participating in any school activities.

## Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property. State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: [www.iowa.gov/educate](http://www.iowa.gov/educate).