

HIATT
MIDDLE SCHOOL



STUDENT/PARENT
HANDBOOK
2023-2024

BELL SCHEDULES

6th Grade Schedule

Period	Start Time	End Time	Duration
1	8:30 AM	9:30 AM	60 min
2	9:33 AM	10:33 AM	60 min
3 EC	10:36 AM	11:21 AM	45 min
4 EC	11:24 AM	12:09 PM	45 min
Lunch	12:11 PM	12:41 PM	30 min
5 Advisory	12:42 PM	1:20 PM	37 min
6	1:22 PM	2:22 PM	60 min
7	2:25 PM	3:25 PM	60 min

7th Grade Schedule

Period	Start Time	End Time	Duration
1 EC	8:30 AM	9:15 AM	45 min
2 EC	9:18 AM	10:03 AM	45 min
3 Advisory	10:06 AM	10:43 AM	37 min
Lunch	10:44 AM	11:14 AM	30min
4	11:16 AM	12:16 PM	60 min
5	12:19 PM	1:19 PM	60 min
6	1:22 PM	2:22 PM	60 min
7	2:25 PM	3:25 PM	60 min

8th Grade Schedule

Period	Start Time	End Time	Duration
1	8:30 AM	9:30 AM	60 min
2	9:33 AM	10:33 AM	60 min
3	10:36 AM	11:36 AM	60 min
Lunch	11:36 AM	12:06 PM	30min
4 Advisory	12:08PM	12:45 PM	37 min
5	12:49 PM	1:49 PM	60 min
6	1:52 PM	2:37 PM	45 min
7	2:40 PM	3:25 PM	45 min

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. There is a grievance procedure for processing complaints of discrimination. If you believe you have (or your child) has been discriminated against or treated unjustly at school, please contact the Equity Coordinator at 2323 Grand Avenue, Des Moines, IA 50312 or 515-242-7662.

Hiatt school hours are 8:30 a.m.- 3:25 p.m.

School doors will open at 8:15 am

Hiatt Middle School doors will open at 8:15am for students to report to their **first period class**. Students are to enter the building through the following **first period class** assigned entrances:

15th street entrance (labeled door 13) if you have the following teacher period 1:O’Brien 1700, Pate 1735, Darland 1725, Wyman 2400,

Circle drive entrance (labeled door 1) if you have the following teacher period 1: Finley/Lemke Gym, Stefan 1200, Morales/Payne 1245, Richards 2020

Middle doors University side (labeled door 15) if you have the following teacher period 1: Ellis 1420, Nitz 1415, Garcia 1435, Murray 1440, Dezwarte 2100, Camacho 2135, Sandmann 2140, Klages 2155

Southeast doors University side (labeled door 14): Lobendo 1500, Parrot 1505, Schmidt 1525, Luksetich 1510 McGhygy 1530, Olive 2210, Richards 2205, Gronewold 2225, Vandagriff 2230, Burns 2240

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

Student drop off and pick up:

All students are to use their assigned entrance before 8:30 a.m. to enter the building. When dropping off students before 8:30 a.m. or picking-up students between 3:30 p.m.-3:45 p.m. please use the parking lot located on E. 15th street and Garfield Avenue. This will help reduce traffic congestion on University Avenue during these times and limit student attendance delays.

The south entrance on University Avenue **WILL NOT** be used from 8:30 a.m. - 4:00 p.m. for pick-up and drop-off and will be locked starting at 8:30 a.m. The 15th street entrance will be the **ONLY** entrance available from 8:30am-4:00pm. After 4:00pm the University entrance will be available **ONLY** for Boys & Girls Club pick-up.

<u>Hiatt Classroom Expectation</u>
Confident – Arrive on time ready to follow class routines and learn
Courageous – Speak your truth, try new things, and ask questions
Compassionate – Show kindness and grace to self and others
Community – Participate positively and create a safe space

Dress Code and Accessories

At Hiatt Middle School, students may dress in a way that allows for self-expression, gender identity, cultural, and/or religious beliefs. The following guidelines are meant to assist students and parents in determining appropriate attire for school. School administration reserves the right to add or change the dress code as necessary and make decisions on the appropriateness of students' attire. School administration also reserves the right to send students home if they are in violation of the dress code.

1. The majority of undergarments should be covered.
2. Shoes or sandals worn at all times.
3. Clothing which contains offensive language, hate speech, or clothing that promotes alcohol, drugs, or tobacco should remain away from Hiatt Middle School. Additionally, clothing or accessories that are used in an unsafe manner or cause a disruption to the learning environment are prohibited at Hiatt.

GRADING PRACTICES

1. A consistent 4-point grading scale will be used.
2. Letter grades, derived from the 4-point scale, will be based solely on achievement of course/grade level standards. Student participation, work completion, and ability to work with others will be reported separately using the "DMPS Citizenship and Employability Skills Rubric."
3. Scores will be based on a body of evidence.
4. Achievement will be organized and reported by learning topic, which will be converted to a grade at semester's end.
5. Students will have multiple opportunities to demonstrate proficiency.
6. Accommodations and modifications will be provided for exceptional learners.
7. Homework is considered practice; therefore, it will not be calculated into the students' grades per DMPS middle school policy.
8. Infinite Campus will be updated at least every three weeks. Grade reports will be sent to students and families every 3 weeks with updated bodies of evidence. It is expected that every teacher have at least two bodies of evidence over a three week period of time to communicate progress in learning.
9. Teachers will notify parents of scores of 0, 1, NM, or M at least two weeks prior to the end of a grading period to allow students ample time to bring up their grades with parental support. Parent contacts will be made via phone call, Snap! Connect, e-mail and/or mailing and documented on Infinite Campus contact log.

Abbreviation	Meaning	What is being communicated
ET	Exceeding Target	Student has met and exceeded the learning targets
AT	Achieving Target	Student demonstrates knowledge of the standard by meeting all learning targets at grade level (Level 3)

PT	Progressing Towards Target	Student is not meeting the learning target, but is showing progress toward the State or District standard
NM	Not Meeting Target	Student is not meeting the State or District Standard
M	Missing	Student has not submitted evidence toward the learning target

Cell Phone & Gaming Device Expectations and Policy

Cell phones, earbuds, headphones, and game devices can be used before school and during lunchtime if they are used appropriately. Cell phones may be checked and used during passing time as well. Cell phones, earbuds, headphones, and game devices should be kept in the student’s pocket or backpack at all other times. Violation of this policy may lead to the student turning their phone, earbuds, headphones, or game device into an adult, losing the privilege of using their phone/earbuds/headphones/game device during school hours, or requiring parents to pick up the phone/earbuds/headphones/game device. Parents and families who need to contact their student during the school day can call the main office at 242-7774. Students needing to call home during the day may ask to use the phone in their classroom or main office. Please refrain from texting and calling students during class time.

Computers:

DMPS is a 1:1 laptop district. Students and families are responsible for the care, upkeep, and replacement/repair costs to devices and accessories checked out to them. Each family must acknowledge review of the acceptable use policy during registration to receive a device. The link below can take you to the guidelines. Appropriate use of computers during class should be managed by classroom teachers the same as any other classroom resources or materials.

[Student acceptable use of technology guidelines](#)

Student belongings

Students will be responsible for caring for, and travelling with, their own belongings throughout the day. This includes, but is not limited to, coats, hats, computers, backpacks, purses, trappers, gloves, scarves, and all other articles of clothing and property.

Homework

There is a positive correlation between homework and student achievement. Homework may be assigned at all grade levels. Homework is assigned in order to: a) enable students to learn more about a topic that has been presented in class b) provide students with essential practice in needed skills c) enrich and extend school experiences d) allow the teacher to provide for individual differences e) help develop good work habits and responsibility f) assist students in learning to make wise use of time.

Hall Passes

Students must have a hall pass from a staff member any time they are in the hallway except during passing times.

Restroom Policy

Hiatt Middle School has conveniently located restrooms throughout the building. There is one gender neutral restroom on the east wing of the 2nd floor. Students will have opportunities to use the restroom during passing time between classes, during lunch time, and during a scheduled time for each class period. Students will follow the teacher's procedure for using the restroom during the scheduled classroom time. Students are expected to use the nearest restroom and return to class promptly. 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 on time for class. If your student has a medical condition or other circumstances that would require additional accommodations, please contact the school nurse.

Medication

All medication taken at school should be distributed by the school nurse. Students should not carry any medicine with them. Parents must sign a form authorizing the nurse to administer this medicine.

Visitors

We believe the most successful education of children depends on effective parent involvement, and we welcome you to visit. Before visiting any classrooms, please stop in the office to sign in and we will arrange for someone to escort you in the building. The sign-in process allows us to know who is in the building and helps protect everyone in the school from unauthorized visitors. If you would like to have a special conference, please call in advance for an appointment. Please note that other children visiting school, with or without parents, can be a distracting influence in the classroom. If possible, please make arrangements for younger children to be cared for when you are making a planned visit.

Referrals

Level 1 – Offenses that generally occur in the classroom and are corrected by the teacher.

Level 2 – Offenses that are more serious in nature.

Level 3 – Offenses that seriously disrupt the educational process in the classroom, in the school, or at school-related activities.

Level 4 – Serious misbehavior. Offenses that threaten to disrupt the orderly educational process of the classroom or offenses that demonstrate the student's presence are detrimental to the best interest of the school.

Tardy to Class

A student is tardy to class if he/she does not make it into the classroom by the start time of class and the door being shut. Most grade level classes are located close to one another so students should not be late to class. If a student is working with a staff member and may be late, the staff member should provide the student with a pass, so they do not appear to be unexcused.

Tardy codes

T1 (>10 min late)

T2 (11-30 min. late)

and T3 (31 min.+ late)

Problem Solving Time

Problem solving time is for the student and adult to work through issues that may have occurred throughout the day or on campus. This may be assigned to students before school, after school, or during lunch with the adult who assigned it. If the student misses the assigned time, the adult will work with the student and family to re-assign a new time. If the second scheduled time is missed, a Behavior Strategist or Student Support Coordinator will be contacted for further support.

Bullying/Harassment

Bullying is any communication toward a student, including electronic (such as emails 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 in or benefit from the District services, activities, or privileges.

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.

<https://www.dmschools.org/wp-content/uploads/2015/07/aaMS-Handbook-2017-2018-School-Year-Revised-8-28-17.pdf>

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.

Fighting and repeatedly creating unsafe learning conditions

The following policy is effective immediately at all middle schools in DMPS. 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 an unsafe school environment by refusing to attend class or be in an assigned area, which creates an unsafe school environment
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:

1st offense = Parent Meeting and formal Behavioral Contract with supports provided.

2nd offense = 30 school days virtual placement

3rd offense = additional 60 school day virtual placement

4th offense = additional 90 school days virtual placement

*A manifestation determination meeting must be held for students with a disability.

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.

Appendix

Boys & Girls Club

Boys & Girls Clubs of America provides young people with opportunities to engage in programs that help them achieve academic success, take charge of their well-being by building healthy habits that will stick with them throughout their lives, and foster the skills they need to become leaders in their communities.

At Baker Club, we serve 6th-8th graders. We provide high-quality programs in a safe environment, with caring staff and volunteers dedicated to serving as positive role models. Our Club members can overcome barriers to success because we are willing to do whatever it takes to help them achieve great futures.

We ensure that every child who walks through our Club doors has their basic needs met. By collaborating with families, schools, and partners in the community, Clubs provide children a safe space, an environment to learn and grow, and meals.

Boys and Girls club's mission is to inspire and enable all young people, especially those who need us the most, to reach their full potential as productive, caring and responsible citizens.

Applications for fall clubs are in the front office for parent/guardians to sign their youth up. Fall club hours are from 3:25 to 6pm and applications must be submitted prior to attending club.

If you have any further questions, you can contact Kristen Blair or Vivi Velasquez at (515) 242-7336

Student Activities Code of Conduct

Attachment sent out

