

# Student Handbook

IKM-Manning Middle School

2022-2023



**IKM-Manning Middle School  
Student Handbook  
2020-2021**

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**The Mission of the IKM-Manning Community School District:**

**“Leading and challenging our students to excel through rigorous and relevant instruction.”**

**Foreword**

The primary purpose of this handbook is to acquaint students with procedures at IKM-Manning Middle School and to serve as a guide to successful and enjoyable educational experiences. All problems or situations that arise are not covered in this publication. When this occurs, staff members will make decisions based on sound and reasonable educational practice. It is the responsibility of students to acquaint themselves with this handbook and to inform their parents of these policies. Our school welcomes you as you begin each school year and we hope that you will always be conscious of its expectations and requirements. The

experience you gain from this school will be whatever you make it. Let us always have the courage and leadership to do those things which will make it outstanding.

### **School Loyalty Song**

We the Wolves have come to fight, United we will win.  
Green and black our colors true, we'll battle to the end.  
GO WOLVES GO!  
Catch the Spirit, stand up and cheer.  
Wolves are ready, this is our year.  
We the Wolves will fight with might and bring us a victory.  
Brought together.  
Strong and ready.  
It's victory for us tonight.  
We the Wolves have come to fight, United we will win.  
Green and black our colors true, we'll battle to the end.  
GO WOLVES GO!  
Catch the Spirit, stand up and cheer.  
Wolves are ready, this is our year.  
We the Wolves will fight with might and bring us a victory.

### **Notice of Non-Discrimination**

Students, parents, employees and others doing business with or performing services for the IKM-Manning Community School District are hereby notified that this school does not discriminate on the basis of: race, color, national origin, religion, sex, sexual orientation, gender identity, disability, creed, SES or marital status in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of: race, color, national origin, religion, sex, sexual orientation, gender identity, disability, creed, SES or marital status in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), 504 or Iowa Code 280.3 is directed to contact the Superintendent of Schools, 209 Tenth Street, Manning, IA 51455, 712/655-3781 who has 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 Americans with Disabilities Act (ADA), 504 or Iowa Code 280.3 (2007).

### **Contact Information**

The telephone number for the Middle School is (712)-655-3761. The mailing address is 209 Tenth Street, IA 51455. The school's website is [www.ikm-manning.k12.ia.us](http://www.ikm-manning.k12.ia.us). Teachers may be contacted through e-mail using their first initial last name @ ikm-manning.k12.ia.us, e.g. [bwall@ikm-manning.k12.ia.us](mailto:bwall@ikm-manning.k12.ia.us).

### **Educational Philosophy**

The Board of Education believes the function of the educational process is to provide each student with opportunities for obtaining the knowledge, experiences, and skills, which will best prepare him/her to assume a position in a global society and to make the greatest positive contribution to society and to himself/herself.

The Board believes that each student should be treated as an individual with his/her particular capabilities, aptitudes and personalities. The student should be an active participant in the learning process. The Board believes that it is the responsibility of the school to provide maximum learning opportunities for all students regardless of their sex, race, religion, economic status or handicapping condition. The Board believes that the school should provide an orderly environment with high expectations for student achievement and an emphasis on academic learning. The Board believes that the IKM-Manning School Districts should provide excellent administrative, instructional, and support staffs, as well as providing physical facilities which meet the needs of a community of lifelong learners.

### **District Student Learning Goals**

The students of IKM-Manning Community School District will:

#### A. Demonstrate Effective Communication Skills

- Work collaboratively
- In a variety of formats and contexts

#### B. Develop Complex Thinking Skills

- Problem solving
- Critical thinking
- Creative thinking

#### C. Exhibit Community Awareness

- Local, State, National, International
  - Credible citizens
  - Contributing members

#### D. Improve Personal, Interpersonal, and Social Responsibility

- Self-directed learning
- Work collaboratively
- Effective leadership
- Contributing members
- Physical, social, and emotional health

### **Directory Information**

The principal of each attendance center may release the following types of information to the public, where appropriate, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances:

Name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student and other similar information. To prevent the public release of such information, a parent must file a written objection with the middle school principal.

Students and parents may file with the Department of Education, complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence, should be addressed to: The Family Education Rights and Privacy Act Office, Department of Education, Switzer Building, 330 C. Street S.W., Washington, D.C. 20020.

### **Student Record Information**

The IKM-Manning Schools maintain records on each student in order to facilitate the instruction and educational progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of records: identification data,

attendance data, record of achievement, family background data, aptitude tests, education and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports. The records of each student are located in the school in which they are attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building (building principal or designee).

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- A. School officials, teachers and AEA personnel with legitimate educational interest.
- B. Officials of other schools in which the student proposes to enroll.
- C. Representatives of state and local government when auditing and evaluating federal education programs.
- D. Officials connected with a student's education financial aid application.
- E. Organizations that process and evaluate standardized tests.
- F. Accrediting organizations for accrediting purposes.
- G. Parents of dependent children, regardless of the child's age.
- H. Appropriate parties in a health or safety emergency.

Student records are reviewed and inappropriate material removed periodically. Inappropriate material is removed whenever a student moves from the elementary level to middle school level to high school level, and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation. The parents of handicapped students, or handicapped students over age 18, will be informed when personally identifiable information in the records is no longer needed to provide educational services, and before the information is destroyed. Parents of students under age 18 and students over age 18 may exercise the opportunity to review education records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.

The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from either of the aforementioned persons responsible for maintaining student records.

### **Harassment and Bullying Policy**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored

activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - tell a teacher, counselor or principal; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - o what, when and where it happened;
    - o who was involved;
    - o exactly what was said or what the harasser did;
    - o witnesses to the harassment;
    - o what the student said or did, either at the time or later;
    - o how the student felt; and
    - o how the harasser responded.

### **Dangerous Weapons Policy**

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students who bring them on the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the

school district. Students bringing a firearm to school shall be expelled from school for not less than twelve months. Students possessing other types of dangerous weapons will be disciplined which may include expulsion. All dangerous weapons will be turned over to law enforcement officials.

### **Threats of Violence**

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior:

- the background of the student, including any history of violence or prior threatening behavior;
- the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student;
- the mental and emotional maturity of the student;
- cooperation of the student and his or her parent(s) or guardian(s) in the investigation;
- the existence of the student's juvenile or criminal history;
- the degree of legitimate alarm or concern in the school community created by the threat;
- and any other relevant information from any credible source.

### **Search and Seizure**

Board policy allows school officials, without a search warrant, to search a student, student lockers, cubbies, desks, work areas or student automobiles whenever there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or the rules of the school.

#### **Locker Inspections and Searches**

1. **Inspections:** Although school lockers and cubbies are temporarily assigned to individual students, they remain the property of the School District at all times. The School District has a reasonable and valid interest in insuring that the cubbies/lockers are properly maintained. For this reason, periodic inspections of cubbies/lockers is permissible to check for cleanliness and vandalism. Periodic inspection of all or a random selection of cubbies/lockers may be conducted by school officials at any time. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.
2. **Searches:** The student's locker/cubby and its contents may be searched when a school official has reasonable and articulate-able suspicion that the cubbies/locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness when feasible.

The complete Search and Seizure Policy can be found in Manning School Board Policy Code No. 502-R1 and in IKM Manning School Board Policy Code No. 502.8.

### **Gifts to Employees**

The Board understands the desire of students, parents, or others to give gifts to show appreciation of a school district employee. Rather than giving gifts, the board encourages, as more welcome and more appropriate, the writing of letters to express gratitude and appreciation.

### **Student Exercise of Free Expression**

Under the US Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency. The administration has the right to determine the time, place and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

### **Student Responsibilities**

Students at IKM-Manning Middle School are expected to fulfill the following responsibilities:

- A. **PARTICIPATION:** Students have the responsibility of participating in the serious business of learning. Students must report to school and to all scheduled classes regularly and on time, remain in classes until excused, report to their assigned lunch on time, follow instructions, complete assignments to the best of their ability, and request help when needed.
- B. **BEHAVIOR:** Students have the responsibility of avoiding any behavior that negatively affects their learning or the learning of others. Students are expected to cooperate in maintaining orderliness in the school and in the classroom. Disruptive or loud behavior will not be tolerated. Students are responsible for the care of textbooks and equipment that have been issued to them and for the materials and equipment they use. A fee may be charged for damaged textbooks.
- C. **RESPECT FOR STAFF:** Students have the responsibility of showing respect for the knowledge and authority of the school staff. Any administrator, teacher, para educator, secretary, custodian, cook or bus driver has the authority to correct students when necessary. Students should not defy authority but positively respond to the staff member's instructions. Students must also use only acceptable and courteous language.
- D. **RESPECT FOR OTHER STUDENTS:** Students have the responsibility of recognizing the rights and human dignity of fellow students. For example, students must refrain from name-calling, fighting, harassment, belittling or engaging in deliberate attempts to embarrass or harm another person.

### **Child Abuse Reporting**

If a school district employee or other member of the IKM-Manning School District believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to the superintendent or the school principal. The superintendent's phone number is 655-3781 the high school principal's phone number is 655-3771, the middle school principal's phone number is 655-3761 and the elementary principal's phone number in Irwin 782-3126. Reporting in this manner is called level-one reporting.

### **Physical Restraint**

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.

## Grading Scale

All classes that assign grades by percentages will use the following grade cutoffs:

	A 94%	A- 92%	
B+ 90%	B 84%	B- 82%	
C+ 80%	C 74%	C- 72%	
D+ 70%	D 64%	D- 62%	<62% F

## Unsatisfactory Progress Reports and Midterm Grades

Grades are calculated weekly. Notices are mailed/emailed to parents at mid-semester when the quality of student work is at the failing point or when the work is considerably below the level of expectation. All students will be given a mid semester report card. Parents and students may also access student grades online.

## Incompletes

If a student fails to complete required work for a class an incomplete grade may be assigned for the semester. A teacher may give the student up to two weeks after the close of the semester to complete the work. Failure to make-up the work in the required time may result in a failing grade for the semester.

The same procedure will be followed 2<sup>nd</sup> semester except the student must begin to work at school immediately after they are dismissed from school for the year to make up the work. Failure to comply indicates that they are not going to make up the work and an "F" will be recorded when the teacher checks out for the summer.

## Honor Roll

The honor roll will be published at the end of each semester. In order to be listed on the **gold honor roll** a student must have a **3.75 grade average** or better in academic subjects. The **silver honor roll** will include students with grade point averages between **3.00 and 3.74**. If the student has an incomplete recorded on their report card, their name will not be included in the published honor roll.

## Reporting Periods

There are two reporting periods of nine weeks in each semester. There are two semesters and the school year.

## GENERAL SCHOOL INFORMATION AND REGULATIONS

### Attendance Policy

#### I. General Attendance Policy

##### A. Philosophy

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. The habit of good attendance established early is one, which helps a person be successful throughout their lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the education progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work.

In order to maintain interest and understanding in a program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only negatively impacts their own studies but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

B. Absences

1. We want to help you feel assured that when you send your child to school that the student arrives. **Therefore, if your child is absent for any reason, notify the principal's office by phone between 8:00-8:30 a.m. If your child is not in school and you have not called us, we will attempt to contact you by phone before 9:00 a.m.** All absences must be reported by a parent/guardian within one day of the absence to be considered excused. Students who anticipate being absent, especially when the absence must have the principal's prior approval, shall give at least one week's notice to the school office in advance of the anticipated absence. When time permits, such notification shall be in writing and signed by the student and the parent or guardian of the student. Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific day for times they were absent, verification by the doctor or dentist where appropriate, and a signature of the parent/guardian. Failure to do so may result in the absence being considered unexcused or truancy. The determination of whether an absence is considered excused will be made by the school administrator.
2. Acceptable reasons for a student's absence from school/class include but are not limited to
  - a. Religious observances
  - b. Personal illness, hospitalization or doctor's care
  - c. Medical or dental appointments which cannot be made other than during school time
  - d. Death in the family or family emergency
  - e. Court appearance or other legal situation beyond the control of the family
  - f. Absences verified by a parent/guardian for the following (limit of 12 total per year): personal illness, work at home for parent/guardian (prior notice required), family event (prior notice required), family emergency
3. Classes missed because of attendance at a school-sponsored trip or activity will be considered an excused absence. The student will be required to make up any work missed.
4. Suspensions from class (*either in-school suspensions or out-of-school suspensions*) will be treated as school-initiated student absences and will not count toward the days absent. However, the student will be required to make up any work missed.
5. Schoolwork missed due to any absence must be completed to the satisfaction of each teacher whose class or classes were missed. **Making up the work is the responsibility of the student.** Parents may pick up the work at the end of the school day, arrange to have a peer take it home, or the student will receive it upon their return.
  - a. When students can anticipate absences, every effort should be made to see that the schoolwork is made up in advance of the absence. Students should obtain a prior dismissal slip from the office with a note or a phone call from a parent. The principal may determine that the completion of schoolwork in advance be prerequisite to allowing the absence being excused.

b. When an absence was not anticipated, the student should check with the teachers about any make-up work that might be due. Any assignments due, tests, or quizzes that fall during a single day's absence are to be made up by the close of the day the student returns, unless arrangements have been made with individual teachers. Students who miss two or more days consecutively will be given one day for each day absent to make up their work. For example, if a student were absent three days the work must be made up by the conclusion of the third school day following the student's return to school. Absences of more than 5 days must be made up as arranged with each teacher. Students shall receive full credit for schoolwork made up due to excused absences. Schoolwork made up for an unexcused absence or truancy may be considered 'late' and receive less than full credit.

**C. TARDINESS**

1. A student is tardy when the student initially appears in the assigned area any time after the designated starting time. If a student arrives more than 20 minutes after the beginning of a period they will be considered absent for that period. That absence would be an Unexcused Absence.
2. Students tardy to school should report to the office and sign in first to get a tardy pass to class.
3. Our PBIS definition of tardy is that the student is not in the room by the bell. Students may be tardy for classes a total of 6 times per semester without consequence. On the 7th tardy of the semester and each subsequent tardy a student will receive a 15 minute detention to be served in the office.

**D. UNEXCUSED ABSENCE**

1. Student absences from school or class without reasonable excuse shall be considered unexcused. Reasonable excuses are those, which are acceptable reasons provided in Section B.2 of these rules. All other absences from school may be considered unexcused absences.
2. School work missed because of an unexcused absence may be considered "late" and/or receive no credit at the discretion of administration and teaching staff.

**E. TRUANCY (Skipping School)**

1. A student is truant when the student is absent from school or an assigned class or classes without school and/or parent/guardian permission.
2. School work missed because of a truancy may be considered "late" and/or receive no credit at the discretion of administration and teaching staff.
3. A detention up to the amount of school time missed is the consequence for being truant. Truancies may also be reported to the appropriate law enforcement agency
4. Truancy may result in the issuance of a Misconduct Report.
5. A truancy counts as an unexcused absence.

**F. ATTENDANCE AND EXTRA-CURRICULAR ACTIVITIES**

A student must be in attendance for the entire day to practice or participate in a school-sponsored activity. The parents can discuss the reason for the student's absence with the building administrator as exceptions for a student's absence may be made due to the difficulty of scheduling appointments.

**II. EXCESSIVE ABSENTEEISM**

Excessive absenteeism is any unexcused absence beyond **6 days** or individual class meetings per semester.

A. The classroom teacher, school nurse, liaison, or office staff will notify the principal when a student has **3 unexcused absences** from school or a class during a given semester. The student's parent/guardian will be sent a notice from the principal with the information of absence dates and reasons given, whether the absence is excused or unexcused. The classroom teacher will notify the principal who will initiate the 7-day notification process.

B. When a student has **6 or more unexcused absences** from school or a class during a semester, the classroom teacher, school nurse, liaison, or office staff will inform the principal of the student's status. The student will also be referred to the Student Assistance Team, where the parent/guardian and student will need to attend a Student Assistance Team (SAT) meeting to discuss the causes of the excessive absenteeism and how to improve attendance.

### **Student Passes**

After school is in session, no student is to leave a classroom or study hall without a hall pass from the teacher. If a large number of students are to pass through the corridor a teacher must accompany them to their destination. Except in the case of an emergency, students are NOT to go directly to the nurse. A student should report to class and request a pass to the nurse from their teacher.

### **Conference with a Teacher**

A student wishing to confer with a teacher will request from that teacher a pass signed by the teacher. This pass should not be given if the teacher has a class or will be unable to confer with the student at the appointed time or if the student has a scheduled class. Study hall teachers will not allow students to go to teachers who have signed a pass for the student in advance. Before departing from the teacher with whom the student has conferred, the student will present the pass for the teacher's signature and notation of the time of departure. The pass will then be presented to the teacher from where the student left to go on the pass.

### **No School Announcements**

Whenever school cannot be held due to bad weather or other reasons, this announcement will be made using the school webpage notifier system. Please do not call school personnel concerning school cancellations. Sign up for email or text notifications here:

[https://www.ikm-manning.k12.ia.us/vnews/display.v?page=vlist\\_signup](https://www.ikm-manning.k12.ia.us/vnews/display.v?page=vlist_signup)

### **Telephone, Cell Phone Use**

In case of illness or emergency a student may request permission to use the office phone. Except in emergency, pupils will not be called to the telephone during class periods. Pupils should provide their parents/guardians with a copy of their class schedule so that parents/guardians know when to make calls to the school.

Cell phones cannot be used in classrooms or study hall without teacher permission. If a student elects to bring their cell phone to a classroom or study hall, they will be expected to place their phone in a storage receptacle in the classroom or study hall. Cell phones are not to be used in bathrooms or locker rooms at any time. Cell phones are not to be used during recess or in the lunchroom. Students may check cell phones only at their lockers between classes or during lunch time. Exceptions may be allowed with staff permission. Cell phones used in prohibited areas or at prohibited times may be confiscated. Cell phones may be used for educational purposes in classrooms at teacher discretion. Cell phone use other than described above or use that creates a disruption will be considered a violation of this policy. Students may use headphones or earbuds only with staff permission and they should not be worn outside of the classroom or study hall.

### **Recording Audio, Video, or Images**

Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at

ALL times. Students may be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.

### **Chromebooks and Other Electronic Devices**

Chromebooks (and student personal electronic devices with staff permission) should only be used for academic purposes during the regular school day. Chromebooks should not be used to charge cell phones or other electronic devices. Students may use headphones or earbuds only with staff permission and they should not be worn outside of the classroom or study hall.

### **Fire Drill (Emergency Exit)**

Posted in each room is an exit procedure to follow. Follow these procedures and the instructions of your teacher when the fire alarm sounds. Students who have checked out of class or study hall should immediately exit the building and report directly to the teacher who was in charge of that class or study hall. If students are in lunch, exit the building and report to your lunchroom supervisor on the southwest side of the parking lot.

### **Tornado Drill**

Posted in each room is a procedure to follow to take shelter. Follow these procedures and the instructions of your teacher when the signal sounds. The signal is a continuous sounding of the alarm and a voice announcement over the intercom, if possible. If electricity is not available, a voice announcement in the hall will be the signal.

### **Transportation**

#### School Buses

Students utilizing school transportation shall conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver shall have the authority to maintain order on the school vehicle; it shall be the responsibility of the driver to report misconduct to the parent & transportation director as noted in the Bus Discipline Policy posted in school buses. The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations.

The transportation director and/or building principal shall have the authority to suspend transportation privileges of the students or apply other appropriate discipline.

Permission must be obtained from the principal to ride another bus or to be the guest of another student on a bus the guest is not scheduled to ride. Have one of your parents telephone the principal's office or send a note to the principal or superintendent. If permission is granted, a pass slip will be issued to the student. Bus drivers have been instructed not to allow any unauthorized students on a bus without a pass signed by the principal.

**Food on the Bus**

Food will not be allowed on the bus unless pre-approval is made with the principal.

**Late Bus**

From time to time during the school year, school buses transporting student to school arrive after the start of school because of inclement weather or breakdown; these students will not be marked tardy on the office attendance record since the tardiness was not their own choice. The office will inform teachers via intercom if a bus is late.

**Church Night**

School authorities, mindful of the fact that a well-rounded education is based on experiences that take place not only in school, but in church, and home also, have set aside Wednesday night of each week for church activities. There shall be no scheduling after school dismissal.

**Daily Announcements**

Daily announcements will be emailed to teachers by the principal's office each day. These announcements are important to the students and each student is held responsible for knowing what is announced.

Announcements are read in each classroom at the beginning of each day. Anyone who wishes an announcement made must turn in the written copy of the announcement to the office by 3:30 p.m. so that it can appear in the following day's announcements. Announcements are posted on the IKM-Manning web page under Middle School.

**Lunch Periods**

All students must report to the lunch room during their designated lunch period. Staff may make a request from the principal to eat in a different location. Students are encouraged to bring a healthy lunch from home. The lunchroom supervisor(s) will be responsible for permitting lunches other than school lunches or individual cold lunches. Refrigerator space is provided for students bringing lunch from home and microwaves are available for warming food..

**Discipline Policy**

The school is responsible for the conduct of its students both in school and at activities where the IKM-Manning School is represented. Individual behavior during the school day affects the learning of all students. Students should learn and demonstrate good behavior at school activities so that everyone involved will have a positive experience. Also behavior at these functions is one of the main methods people for opinions about the IKM-Manning Community Schools. With this in mind the following guidelines have been established:

**Misconduct Reports**

A Misconduct Report can be issued to a student when it is determined by the administrator or by the administrator and a teacher that student's behavior is unacceptable. If a student accumulates three Misconduct Reports during the school year he/she may be suspended from school for three days. At the issuance of each misconduct report, the parent will be notified through a written letter stating the nature of the misconduct. Parents are encouraged to confer with school personnel concerning the misconduct. Teachers will receive a record of the misconducts. A student who has been suspended for the first three-day period may be suspended a second time upon receiving a fourth Misconduct Report. A student who receives a fifth Misconduct Report will be suspended from school and referred to the Board of Education for an expulsion hearing. Teachers will receive a record of misconducts.

### **Conduct in School**

Students are expected to follow the rules and regulations, which are necessary to carry on an orderly classroom and a safe school environment. The following areas are mentioned as they are the most serious of offenses and will lead to immediate disciplinary action, the minimum action being the issuance of a Misconduct Report. The very serious offenses could result in an in-school or out-of-school suspension. They include but are not limited to:

1. Property damage/vandalism/misuse or theft.
2. Defiance, insubordination, or non-compliance.
3. Disruption of class/school.
4. Abusive or inappropriate language, profanity, or disrespect to the dignity of other students or school personnel.
5. Physical and/or verbal intimidation. Physical aggression/fighting. Threats of violence [BD1](see separate policy).
6. Bullying/Harassment. The consequence for bullying/harassment is as follows: first offense-- a Misconduct Report and a three day suspension. Any second offense which occurs any time while enrolled in grades 9-12 will be a Misconduct Report and referral to the Board for expulsion.
7. Improper use of school equipment or facilities.
8. The use or possession of tobacco products including e-cigarettes, vaporizers or other Electronic Nicotine Delivery Systems, alcohol or drugs, drug paraphernalia or look-alike substances [BD2]by students on the school premises, during any school sponsored activity, on the bus, or during a school trip (the minimum action for violation of item (8) is suspension from school ).

### **IKM-Manning Community School Dress Code**

Articles of clothing not in good taste or appropriate for promoting a healthy environment include but are not limited to:

1. Clothing having vulgar or suggestive language, pictures, and/or gestures.
2. Clothing that advertises or symbolizes alcohol, tobacco, or any other illegal substance.
3. Clothing that exposes a student's midsection.
4. Clothing that does not cover undergarments.
5. Shirts that do not have two straps and cover one's back (i.e. halter tops, etc.)
6. Shorts/skirts that do not extend below the fingertips when the student's arms are held normally at their sides.
7. Clothing that is otherwise too revealing.

\*Students having inappropriate clothing will be required to change. Repeat offenders will be disciplined. Students are not to wear coats, hats, caps, lids, hoods, etc. or sunglasses in the school building during school hours unless there is a special class activity or special school activity planned.

Book bags and coats are to be kept in lockers at all times.

### **Displays of Affection**

A hug for a job well done is certainly appropriate as is a hug for consoling someone. However, kissing, prolonged and/or habitual embracing is not school appropriate behavior nor is it conducive to learning.

### **Class Suspensions**

Any student who is removed from a class or study hall for disciplinary reasons may be kept out of that class or study hall for three days (the day the student is removed counts as Day 1 if the student waives due process)

and will be ineligible for extracurricular performance or competition (see also Good Conduct Policy). They will report to the principal at the time they are removed from class. The student removed from class or study hall may receive a Misconduct Report and is responsible for making arrangements with the teacher for schoolwork to be completed during the class suspension. The parent/guardian(s) will be notified by letter or email concerning the nature of the student's misconduct. A second suspension from the class in the same semester may result in a behavior modification plan and/or discipline.

### **School Suspension**

A school suspension is a period of time that a student is removed from all classes. The suspension will be either "in school" or "out of school" depending on the suspending officials' evaluation of the case. Students serving school suspensions are ineligible for extracurricular performance or competition (see also Good Conduct Policy) and are responsible for making arrangements with their teachers for school work to be completed during the suspension.

### **Due Process for School Suspensions**

1. Prior to suspension, a hearing shall be held with the student at which time the student is given oral or written notice of what he/she is accused of doing.
2. The student shall be given the opportunity during the hearing to present his/her side of the incident.
3. Parents/guardians will be notified of the considered suspension.
4. The considered suspension will be paused for 36 hours if requested. The parent/guardian will be afforded an opportunity to a hearing with the teacher, student and/or administrator concerning the suspension.
5. A student may be immediately removed from school when the student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process. In case of immediate removal from school, the necessary notice and hearing shall be followed as soon as practical.
6. A written account of the incident will be sent to the parent/guardian..

### **Expulsions**

When a student is to be considered for expulsion, parents and the student will be notified of such consideration and will be given opportunity for a fair hearing before the Board of Education. The following procedures will be followed:

1. The hearing will be a closed hearing to be held within the time period of three to ten days following the decision for expulsion. Parents will be notified in writing as to the time and place of the hearing.
2. The student may remain silent.
3. There will be a record of the hearing.
4. The principal shall have the duty to present all statements, notices and records.
5. Parents or legal guardians and their counsel maybe present at the hearing and will be afforded the opportunity to be heard.
6. Witnesses may testify for the student.
7. Witnesses may testify for the school.
8. Witnesses may be confronted and cross-examined.
9. A decision in the case will be reached by majority vote by the Board of Education.
10. If the student is expelled for a year, the expulsion must be reviewed before the second semester begins. (Expulsions three weeks before the second semester need not be reviewed.)

### **Conduct at Extracurricular Activities**

1. Practice good sportsmanship and be courteous to those performing. Improper behavior of any kind may cause a student to have an assigned seat, or it may cause removal from the activity. A Misconduct Report may also be issued.
2. If a student leaves a game, play, concert, etc., without permission, he/she may be given permission to reenter, but he/she must pay the admission price. Students who leave an activity should not remain on school property. If a student leaves a school dance without permission he/she may not reenter.
3. Students should not sit in the aisles of the bleachers at basketball or volleyball games.

### **Detention**

Discipline referrals are designed to serve those students who have difficulty following school rules and regulations. Parents will be sent a Discipline Notice of the infraction and action taken. Detention is a time when a student is assigned to stay before school or after school, or assigned to attend school on a non-teaching day for unacceptable student behavior. Students should fully understand that any teacher or school employee in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a teacher or other school employee might assign a detention to a student who is not in any of his/her classes. The staff member assigning the detention will determine the date; time and location the student will serve the detention. Failure to report for assigned detention will result in additional disciplinary action through the discretion of the principal. It is the responsibility of the student serving the detention to arrange for his/her own transportation.

### **Damage to School Property**

The building, furniture and equipment of the school represent the expenditure of considerable tax money. It is everyone's responsibility to use these items in a proper manner. Any damage, loss or theft of said property should be reported to the principal. Any student who damages any school property through a careless or mischievous act will be expected to pay repair or replacement costs.

### **Food and Beverages**

The eating of food and candy is not permitted in the classroom or hallways, with exception of course-related activities. Food and beverages for after school activities are to be stored in lockers and should not be consumed during the school day. Milk or juice for lunch stored within a cold lunch container and treats to be shared during special events are the exception. Water in clear bottles/containers may be allowed in classrooms with teacher permission.

### **Study Hall**

1. All students will take their assigned seats as soon as they enter the study hall.
2. The expectation is that study hall is to be used for academic, not recreational purposes. Students are required to bring enough schoolwork and/or a free reading book to keep them busy the entire period.
3. The first **15 minutes** of study hall should be spent reading core subject materials and/or book silently. No one may speak or check out during this time. Students with a pass from a teacher may leave earlier if the pass indicates a time.
4. Students may check out to the restroom and should take the restroom pass with them. One boy and one girl will be allowed to go at a time to the restroom.
5. Students may check out to see the principal, nurse, or guidance counselor if they are available. A pass should be signed and returned to the study hall teacher.

6. Students need a pass from the teacher they are going to see BEFORE they may leave study hall.
8. Students will not talk during study hall unless the teacher gives them permission to do so.
9. Students may listen (on earphones) to music on their Chromebook with teacher permission as long as it does not disrupt others.
10. Cell phone expectations are the same as any classroom. If a student brings the cell phone to study hall they should turn it off and place it in the cell phone caddy.
11. The study hall supervisors may add rules they deem necessary, provided they comply with the general school policy.

### **Library**

The library is reserved for study and research. Any problems concerning the use of the library or library books should be cleared through the librarian, who will develop and administer library policy. Use and behavior guidelines are posted in the library. Abuse of the library or failure to abide by the rules may result in suspension of privileges.

### **Visitors**

Parents are encouraged to visit the school. The following guidelines will help to make school visitation more meaningful to both parent and students. We ask your cooperation on the following points:

1. Parents are invited to visit school to become acquainted with the education setting in which your child is involved. **Please contact the teacher or office prior to any visitations.** Walk-ins can interrupt the educational process.
2. Visitation during the first and last week of school will not be allowed.
3. Visitors other than parents may be guests during lunch with your child. Generally speaking, students **will not** be allowed to bring visitors to class or school. If special circumstances warrant it, students may be allowed to bring visitors to class or school if permission is granted IN ADVANCE by the principal. A permit will be issued which must be shown to the teachers in charge. Visitors will not be allowed on test days.
4. School visitors are required to stop in the middle school office to sign in and obtain a visitor's pass before going with their child to class or lunch.
5. Parent(s)/Guardian(s) are to report to the middle school office when picking a student up from school.

### **Injuries and Illness**

Any injury or illness that occurs at school or in a school sponsored activity should be reported to a teacher, coach, or the principal immediately regardless of whether or not the student has school insurance. A school nurse will be on duty during the year.

### **Lost and Found Department**

The principal's office will operate a lost and found department. Items not claimed at the end of the quarter will be donated.

### Daily Time Schedule

Students are not to be in the classroom hallways before 8:10 a.m. In the morning a warning bell rings 5 minutes before 1st period convenes. All students should be in their assigned room and quiet when the final bell rings at 8:15 a.m.

#### Regular Day Bell Schedule

1st period	8:15-9:01
2nd period	9:04-9:48
3rd period	9:51-10:35
4th period	10:38-11:22 4/5 Lunch 10:50-11:15
5th period	A lunch (6-8) 11:25-11:47 5BC 11:50-12:37 5AB 11:25-12:12 C Lunch (HS) 12:15-12:37 B lunch (HS) 11:47-12:12 for classes with split 5th period.
6th period	12:40-1:24
7th period	1:27-2:11
8th period	2:14-2:58
STAR/Seminar	3:01-3:25(HS)/3:30(PS, 4-8)

#### 1:30 Dismissal Bell Schedule

1st period	8:15-8:48
2nd period	8:51-9:23
3rd period	9:26-9:58
4th period	10:01-10:33
5th period	10:36-11:08
6th period	11:11-11:43 4/5 Lunch 11:50-12:15
7th period	11:46-12:18
8th period	A lunch (6-8) 12:21-12:43 then 8th 12:46-1:25/30 No B lunch. All HS students eat C lunch if they stay. HS 8th 12:21-1:08. HS students may leave after 8th or stay for C Lunch 1:11-1:25

### **Guidance Services**

The IKM-Manning Guidance Department is designed to help students make healthy choices in regard to their academic, career, social and personal development. The student might see the counselor:

In the counselor's office, classroom, hallway, lunchroom, and on the playground

The counselor:

Talks with students about getting along with others, schoolwork, joys and problems, conducts classroom guidance lessons, listens when a child is happy, sad, worried, angry or upset, observe students to gain understanding, talks with parents about their concerns, provides parents with information about concerns, works with small groups of children, helps students learn ways of dealing with conflict without fighting, and consults with outside professional agencies.

### **Extracurricular and Social Activities**

In addition to the academic program, the school provides opportunities for participation in student activities and organizations. These activities assist in developing talents, qualities of leadership, character, initiative and responsibility. These activities should provide worthy use of leisure time and develop into lifelong hobbies. Although participation in student activities is voluntary, each student is encouraged participating in at least one extracurricular activity during the school year. Once a student has enrolled in an activity he/she is expected to attend all practices and meetings for the duration of that activity. Activities for grades 7 and 8—volleyball, football, cross country, basketball, and track. Activities for grades 5-8—band, choir, student council.

### **Student Council**

The student council is an organization that all 6-8th grade students can apply for. Students are chosen through a scoring process based on a personal essay and teachers recommendations. This process will take place during the first two weeks of school. Three students from 6th-8th grade will be part of the student council. The purpose of the student council is to represent the middle school in various activities such as the Veteran's Day program, Christmas service project, Jr. High dances, and other activities that create a positive climate and culture in our school.

### **Assembly Programs**

Assembly programs may be provided throughout the school year. The programs evolve around student talent, paid outside talent, and speakers from the community. Students are to enter the gym in an orderly manner and take their seats immediately. Prompt attention should be given when the person in charge appears. Do nothing to disturb others or mar their enjoyment of the program. Applaud properly. Stamping, whistling or shouting is never good applause. It is not a compliment to the entertainer, and it reflects discredit upon the school.

### **Activity Ticket**

An activity ticket costs \$30.00, which allows students admission into games and music concerts at a reduced cost. Activity tickets are optional for grades 5-8. Duplicate activity tickets cost \$1.00. The activity ticket is not valid for the school play, the musical, or state or conference activities when IKM-Manning does not keep all gate receipts. The activity fee helps finance extracurricular activities and helps with the purchase of awards granted at the awards program in the spring. In addition, the ticket is also an ID card to allow you to be admitted to out-of-town games at student prices.

### **Hot Lunch**

Students should deposit money into their account in the office before 8:15 a.m. on any school day. The cost of school lunches may be changed at any time by the Board of Education when deemed necessary.

1.

### **School Insurance**

School insurance is made available through a local insurance agency. Every athlete, student manager and cheerleader is required to have some form of adequate insurance protection.

### **Textbook/Supplementary Instructional Materials & Technology Fee**

\$45.00 each (max \$85/family). Free and reduced: \$25 each (max \$65/family).

### **Middle School Class Failure Policy/Summer School**

1. If a student fails three or more academic classes for the year, he/she may be required to repeat the grade.
2. If a student fails one semester of a core class during the school year he/she will have the opportunity to learn the material and pass the class(es) during summer school. Students will attend summer school during the month of June to complete the coursework. Students successfully attending and passing the summer class(es) will be promoted to the next grade. Students not passing the required class(es) may not be promoted to the next grade or may be required to repeat the course the following school year.

### **Seventh and Eighth Grade Parties and Dances**

Parties and dances for seventh and eighth grade students are limited to IKM-Manning Middle School 7<sup>th</sup> and 8<sup>th</sup> grade students. These activities must be sponsored by at least two class sponsors and students are expected to conduct themselves as follows:

1. Activities must be approved by the principal in advance. Approval must be requested at least two weeks in advance.
2. Activities will last from 7:00 p.m. to 9:00 p.m. on Friday evenings. If any other school day is the last day of the school week the above time applies.
3. No admission to the activity will be allowed after 30 minutes from the scheduled starting time.
4. No student will be allowed to leave the site until the scheduled time for dismissal. Exception—parent picking up child.
5. Everyone in attendance is expected to abide by all state laws, local ordinances and the IKM-Manning School rules and any special rules established for this particular activity.

### **Academic Eligibility**

IKM-Manning Middle School students are subject to the following academic eligibility provision:

Current semester grades are checked weekly in all classes on the first student attendance day of each week. If a student is failing two or more classes they may not participate in performances, games, contests, or activities that week beginning the day after grades are checked and running through the day of the next grade check. The student may attend and participate in practices during this time.

### **IKM-Manning Community Schools Good Conduct Policy**

### **Student Eligibility for Extracurricular Activities**

The Boards of Directors of the IKM-Manning Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular or co-curricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular or co-curricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in school activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The Principal shall keep records of violations of the Good Conduct Rule. A student may be legal under the law but in violation of Board policy.

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances and contests, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs, all honorary and elected offices (e.g., Homecoming, Winter Dance Royalty, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, or any other activity where the student represents the school outside the classroom. Students will be under the jurisdiction of these rules starting the first school day of their 7th grade year and will remain under them during the school year and summer months until they have completed their grades 7-12 school eligibility.

### **Good Conduct Rule**

To retain eligibility for participation in IKM-Manning extracurricular or co-curricular activities students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

A student will be found to be in violation of the District's Good Conduct Rule if the violation is observed by a staff member or a law enforcement official, the student admits the violation, or the violation is supported by substantial evidence as presented in a judicial or administrative proceeding. Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. Each case will be decided on its merits by the school administration but in no case will the punishment exceed the competition/performance withholding as written in the Penalties portion of this policy.

### **Behavior**

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- A possession, use, or purchase of tobacco products, including e-cigarettes, vaporizers or other Electronic Nicotine Delivery Systems[BD1], regardless of the student's age;
- B possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use[BD2]");
- C possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- D engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- E exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. NOTE: This could include group conduct!

F Students suspended from school, class, or study hall for disciplinary reasons are automatically ineligible during the time of suspension. If the suspension carries through a weekend, the student will be ineligible during that weekend.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.

### **Penalties**

Any student who, after a hearing before the administration, is found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

*First Offense:*- The student will be ineligible from competition or performance in any extracurricular or co-curricular activity for a period of four (4) weeks.

*Second Offense:* - The student will be ineligible from competition or performance in any extracurricular or co-curricular activity for a period of eight (8) weeks.

*Third or More Offense:* - The student will be ineligible from competition or performance in any extracurricular or co-curricular activity for a period of twelve (12) calendar months.

The period of ineligibility attaches immediately upon a finding of a violation and runs without interruption until completed. (Exception: see **Violations Occurring During Ineligibility**) An ineligible student may attend all practices or rehearsals at the activity director's discretion but may not "suit up" nor perform/participate.

### **Special Provisions**

1. An ineligible student may not be elected to activities including but not limited to student council, class officers, royalty, etc. Students who are already class officers or student council members are subject to removal from those positions at the discretion of the activity director or student members.
2. A student with only one previous offense may return to the "first offense" status by not being in violation, for 12 months, of paragraphs A through E of the **Behavior** section. A student may only invoke this provision once during their grades 7-12 school career.
3. Students who participate in the student activities program are subject to the policies of the Iowa High School Athletic Association, the Iowa Girls' High School Athletic Union, the Iowa High School Music Association, the FFA State Organization, and the Iowa High School Speech Association.
4. The guidelines stated in this policy are the penalties that must be enforced by all activity directors/coaches/sponsors. Each activity director/coach/sponsor has the discretion to create their own activity rules, which may be in addition to the Good Conduct Rule, but may not be inconsistent with the Good Conduct Rule. These rules must be on file with the principal and participants must be given these rules at the onset of the activity. An activity director/coach/sponsor retains the authority to dismiss a student from their program for being disruptive, uncooperative or for being a negative influence to the success of the activity.

### **Violations Occurring During Ineligibility:**

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a semester is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for four weeks. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

**Academic Consequences**

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

**Appeals[BD3]**

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination by the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.