



This Agenda belongs to: _____

INDIANOLA MIDDLE SCHOOL 2017 – 2018
403 SOUTH 15TH STREET, INDIANOLA, IOWA 50125
FAX: 961-9535 WWW.INDIANOLA.K12.IA.US

Parents and students,

The administration and staff of Indianola Middle School look forward to building relationships with each of you to provide the best educational experience possible. A positive and caring environment based on mutual respect will be evident at the middle school. Acknowledging that these three years are filled with challenges and new experiences, we want you to be involved in the educational process and informed of expectations and progress. This handbook is one form of communication. Please do not hesitate to contact us. Daily effort from all will lead to success.

Sincerely,

Annette Jauron
Principal

Michael O'Meara
Assistant Principal

Office Directory

Main Office Secretary, Mrs. Robbins	961-9530 x3156
Attendance Line Secretary, Mr. Whitesitt	961-9530 x3162
Principal, Mrs. Jauron	961-9530 x3100
Assistant Principal / MS Activities Director Mr. O'Meara	961-9530 x3101
<i>Guidance Counselors: Counselors stay with a class all three years of middle school. Students can see any counselor.</i>	
Counselor Mrs. Cherniss	961-9530 x3106
Counselor Ms. Hannam	961-9530 x3116
Counselor Mrs. Chaplin	961-9530 x3151

Important Information:

The Indianola Community School District utilizes the district website as the primary vehicle for distributing the Student Handbooks. Both students and parents should become familiar with the handbook, a document adopted by the Indianola Community School Board and intended to promote school safety and an atmosphere for learning. You will find the electronic version of the handbook at <http://www.indianola.k12.ia.us/handbooks.php>. If needed, please contact the main office to request a hard copy of the handbook.

FOREWORD: This handbook describes student, parent, and staff responsibilities, applicable Iowa Code, Indianola School District Policy, and Indianola Middle School expectations. The word 'Parents' will be representative of the student's biological parents, guardians, or custodians. Every effort has been made to summarize school policies and regulations to provide a basic understanding of the staff expectations for students attending Indianola Middle School. Students will be held accountable for knowing the handbook's content. More detailed regulations can be found in the School Board Policy manual housed at the central office and available on the district's website.

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Middle School at a Glance

Special information regarding Indianola Schools school alerts system

Indianola Schools partners with Warren County to utilize an emergency notification system, called WENS, which makes use of parent contact data in Power School. Early dismissals, late starts, and cancellations due to inclement weather are all types of messages that get delivered through the WENS system. In order to receive these types of alerts, all parents must have correct contact information listed in Power School. To verify contact information is correct, parents must have access to an Power School Parent Portal account. The Parent Portal is a communication gateway between the district and parents via Power School. Having a Parent Portal account allows parents to provide the district with up-to-date contact information, which, in turn, helps district employees provide timely communication to parents.

If you already have a Power School Parent Portal account, please log in as soon as possible and verify your contact information. If you do not have a Parent Portal account, please go to either of these URL's to request an activation key to set up an account - <http://tinyurl.com/ICSDParentPortalRequest> OR <http://goo.gl/peOqJV>. Once the web form is submitted, we must verify your child's data before we can create your user account. Please allow at least one week for us to process your account. If you have difficulty requesting an account, please contact Julie Ormsby at julie.ormsby@indianola.k12.ia.us.

Grade Level Teaming

At each grade level core teachers are divided into teams that meet frequently. The many purposes of a teaming structure include timely communication, time for lesson design, time to further professional development, and time to meet with parents. Each student is assigned to one team for the core subjects of language arts, social studies, science and math. Students are randomly assigned to teams with attention being given to a demographic balance. Requests for students to be assigned to a specific grade level team must be submitted to the Secretary to the Principal by March 1. Requests need to be made each year. Twins and triplets are not automatically assigned to the same team, so parents should specify if there is a preference. Not all team requests can be fulfilled.

Class Offerings

Sixth Grade

Language Arts (2 periods)
Social Studies
Math
Science
Physical Education (alternate days)
Computers (alternate days)
Art (alternate days first semester)
Health (alternate days second semester)
Exploring Music for students not in band, chorus, or orchestra

Seventh Grade

Language Arts (2 periods)
Social Studies
Math
Science
Physical Education (alternate days)
Industrial Technology (9 weeks)
Computers (9 weeks)
Family Consumer Science (9 weeks)
Art (9 weeks)

Eighth Grade

Language Arts (2 periods)
Social Studies
Math
Science
Physical Education (alternate days)
Industrial Technology (9 weeks)
Computers (9 weeks)
Family Consumer Science (9 weeks)
Health (9 weeks)

Time Schedules/Early Dismissal: The middle school classes begin at 8:10 AM and end at 3:20 PM every day except Wednesdays, when dismissal is at 2:20 PM due to teacher professional development..

Reading Enjoyment Advocated Daily (READ) is a section of time between second and third periods during which students are engaged in reading. Some students will receive additional reading instruction, some will read for enjoyment, and some may read textbooks which involve application of reading skills. No homework is to be done during this time. Other activities related to reading will be considered in relation to the district reading scores and best practices.

The Distinguished Achievement Award

The Distinguished Achievement Award (DAA) is available for any student to work towards. The award program involves students selecting four out of five criteria which include grade point average, citizenship,

arts, career, service learning, and STEM. Specific guidelines are given for each criteria, including templates and scoring rubrics. Students save their documentation in a google folder. Students must be self-starters and have the ability to manage their projects. Otherwise, parents will need to provide extra support for the student. Additional information is available on the middle school website.

Lockers

Locker combinations are not to be shared. The lockers have combination locks and no other types of locks should be used. The school is not responsible for lost or stolen items. **Students are not allowed to change lockers or partners without approval from an administrator.** Students shall not jam, prop open or damage lockers in any way.

Lost and Found

Students may check the "Lost and Found" located outside the cafeteria and in the locker rooms. Students should not bring large amounts of money or items of great value to school.

Care of Textbooks (Ref. School Board Policy 502.2)

Students are responsible for all textbooks issued to them during the school year and for library materials checked out to them. Students will be required to pay for lost or damaged books at the current price for a replacement.

Planners

Agenda planners are required and provided to every student to record all assignments and to be used as a hall pass. Teachers may also use the planner to write notes home to parents. The cost of a replacement planner is \$5.00.

Visitors

Parents are encouraged to visit the school. All visitors must stop at the middle school office and obtain a visitor's pass. Student visitors will be permitted in the building only during lunch, with the prior approval of a building administrator, and if the visit takes place in the office. Students may be allowed no more than one visitor per semester, other than parents. All visitors will need to present a valid driver's license or other government issued ID to be permitted access to the school.

Student Field Trips (Ref. School Board Policy 606.5)

Students must have a permission slip signed by their parent.

Gifted and Talented (G/T) Program (Ref. School Board Policy 604.3)

The Gifted and Talented program is available for those students who qualify under the identification guidelines. Parents interested in G/T services for their child may fill out the Parent Inventory for Finding Potential which can be returned to the building administrator. The Parent Inventory for Finding Potential form can be found at www.indianola.k12.ia.us under the Gifted and Talented section.

Physical Education (Ref. School Board Policy 603.6)

Recommended for Physical Education that all students wear a reversible P.E. shirt and shorts during class. The P.E. shirt can be purchased from the middle school main office or on-line using the District's webpage. All students will receive a lock and are expected to secure their belongings.

The principal may excuse a student from physical education courses for one of the following reasons:

- The student presents a written statement from a doctor stating that such activities could be injurious to the health of the student.
- The student's parent provides a written request for exemption because participation would conflict with the student's religious beliefs.

Guidance Counselors (Ref. School Board Policy 607.1)

Students are free to discuss with counselors any questions, concerns, or problems which affect their course of study, their life, their future plans, or their general happiness and well-being. An unanswered question, a persistent concern, or nagging problem could affect a student. Students are assigned a counselor by grade level, but they may see a different counselor if it is more comfortable for them. If any parent believes their child is in need of special assistance, they should contact a counselor as soon as possible to discuss the child's needs and the programs available to them.

Student Council

IMS offers students an opportunity to represent their class through an election process. Each class elects five representatives who are responsible for dances, fundraising activities, and a variety of activities designed to build leadership skills. The student council achieved the Award of Gold Excellence level through the National Association of Student Councils in 2015.

Indianola Middle School Dances

Dances for grades 6-8 are provided two times throughout the school year at a cost of \$1.00 for each dance from 7:00-9:00 PM in the Blake Fieldhouse. The 8th grade will have an end of the year dance in May at no cost. The 8th grade dance typically has a theme and food and drink is provided. Students can arrive as late as 7:15 and leave as early as 8:45. During that time students must remain in the dance unless a parent is present to take them. The dance is set up so that half of the fieldhouse is for dancing and a DJ. The other half is for playing basketball. There are tables in the lobby area for games. All students enter through the fieldhouse doors.

Only Indianola Middle School Students and their parents and grandparents are invited. Prior arrangements need to be made with Mrs. Jauron or Mr. O'Meara if a student will not arrive by 7:15 or needs to leave before 8:45. Students can use their cell phones if they make the request to a supervisor, and then stand in proximity to the supervisor. The only additional cost to students is if they want to purchase something to eat or drink from the concession stand.

The dancing expectation is that students are not allowed to bump into each other, jump on the backs of others, run through the dance floor, break-dance, or similar actions that are unsafe. The daylight rule (space between dancer and partner) is in effect and students who violate dance expectations may have consequences assigned. The locker rooms are open until 7:15 so students can lock their belongings in their PE locker. The locker room is opened again at 8:45. Students should not lock their money, or any other item they might need during the dance, in their locker

Media Center

The Media Center is open from 7:30 AM to 3:30 PM each day, except it is not open at 7:30 AM on Wednesday and Friday.

- Students who come individually to the media center must have a signed planner from their teacher. When a student leaves the media center his/her planner must be signed by one of the media center staff.
- Fiction and nonfiction, other than reference books, may be checked out for up to three weeks. Reference books may be checked out overnight. Current periodicals and newspapers will remain in the library, but back issues may be checked out for two days.
- Students are responsible for the replacement cost of lost or damaged books.
- All students will use media center computers for educational purposes only. Any violation will result in loss of computer privileges. Students should ask for help if they are unsure about proper use or if they need assistance with the computers or software.
- Students are expected to show respect for the library media center environment by working quietly.
- Candy, food and beverages are not to be present in the media center.

Student Health Services

The ICSD Student Health Office mission is to provide our students the best care possible by empowering each student to achieve their individual learning potential by promoting optimal health, wellness, and safety. We are committed to work with the families, schools, and community advocating for our students.

The ICSD structures its Student Health Services by employing three registered nurses (RN) and six health associates. Each RN is responsible for two school buildings and the supervision of their health associates. Every school building has a health associate.

Please refer to the **Student Health Services Handbook** for detailed information on the services, regulations, and procedures of the ICSD Student Health Office. The handbook can be found on our district website, and at each school building.

Fundraising (Ref. School Board Policy 504.5)

Students may raise funds for school sponsored groups with the prior written permission of the building principal or activities director. All food that is sold to students must comply with state and federal nutritional standards.

Communication, Homework and Grading

Student-Led Conferences (Ref. School Board Policy 505.1)

The conference format is student-led in which the student presents to their parents evidence of their learning and goals. Teachers rotate throughout the room and try to visit with each family. If a parent would like to request a traditional conference with a teacher or team, they can contact the team, teacher, or middle school office to make arrangements. Conference dates are available on the district calendar located on the district website.

Progress Reports (Ref. School Board Policy 505.1)

The middle school year is divided into four 9 week quarters. Report cards will be sent home with students at the end of each quarter, except for the end of the year report card which is mailed. Midterm reports will be posted midway through each quarter. Parents are encouraged to sign up on our district webpage on-line or at the administrative offices for an account so they can access Power School (IC). The Power School parent portal allows parents to check on their child's attendance and grades. Teachers update IC every Monday.

Weekly Newsletters

Electronic newsletters are sent weekly by the office and teams. Contact the office or teams to be added to the distribution lists. The office newsletter is also available on the district website at www.indianola.k12.ia.us and in paper form at the Communication Corner outside the office.

Voicemail

Communication from home to school is supported by the 24-hour voicemail system. Voicemail extension lists are available on the district website at www.indianola.k12.ia.us and in the office.

Grading Agreements

- Points will be awarded only for content aligned with Iowa Core or national standards. Re-dos and re-takes will occur for students with full points available.
- Teachers have discretion for what is available for retakes and redoes. Yet, this needs to be consistent across grade level subject areas.
- There must be a teaching and learning plan before a retake/redo occurs, and the parent or a designated teacher must sign off on the plan.
- Students will only retake/redo the concepts/parts they did not master.
- Full credit will be attainable.
- Grades must still be submitted on time. There should be very few exceptions that would cause the need for re-posting of grades.
- Extra credit, if used, will not skew a student's grade. Points will be awarded only for content aligned with Iowa Core or national standards.

Homework Policy

Homework is a necessary part of the educational program, and in order for students to be prepared, homework needs to be completed on time.

1. Students will turn in all assigned work on the due date. All work must be completed. An incomplete assignment is not an option.
2. Students not completing assigned work will do the following:
 - Call parent from classroom or guidance office
 - Stay after school that afternoon to complete the work with the teacher. These work sessions will be held from 3:20-3:50.
3. **If the assignment is not completed and turned in to the teacher before 8:10 the next day, the student may be assigned a team time.** Students will complete work before attending any extra-curricular or co-curricular practice.
4. Students may also be required to stay after school to redo less-than-quality work.

Homework Expectations

Teachers will:

- Communicate with parents by phone or email when a student has 3 or more missing assignments in their classroom to discuss the student's needs for success.

- Update Power School grades, assignments and due dates every Monday by 4:30 PM
- Give clear and concise instructions for the completion of homework.
- Assign relevant, challenging and meaningful homework that reinforces learning.

Parents/guardians will:

- Provide a place and time, free from distractions, for the child to do homework.
- Support the child's development of a positive attitude and the development of work habits.
- Remember that homework is their child's responsibility.
- Access Power School on a regular basis to monitor their child's progress.
- Be informed about the school's homework policy.
- Monitor their child's organization and daily assignments in the student planner.

Students will:

- Record all assignments in their school planner.
- Complete all required assignments. Students are to gather all assigned work prior to a planned absence.
- Understand the school's homework policy.
- Take home materials and information needed to complete assignments.
- Use time management skills to balance the demands of school work and other activities.

After School Detentions

Communication will be made to parents to arrange a time to serve Team Times, a detention with a teacher. An administrator may also assign detention time as a consequence for inappropriate behavior.

Attendance (Ref. School Board Policy 501.3, 501.9 and 501.10)

Compulsory Attendance

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students of compulsory attendance age will attend school a minimum of 170 days. Students not attending the minimum days must be exempted by this policy as listed below or referred to the county attorney. Exceptions to this policy include children who:

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

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

The principal will investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the principal will refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The superintendent will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Definitions:

Truant: A student who is absent from school or class without an acceptable excuse.

Unexcused Tardy: A student who arrives at school late without an acceptable excuse.

Unexcused Absence: A student who is absent from school without an acceptable excuse

Reporting Absences

If the student must be absent from school, a parent should call the office by 9:00 AM stating the reason for the absence. If a call has not been made, the attendance secretary will attempt to contact the parent and maintain a log of the call and results. Notification of family trips should be made at least ten (10) days in advance. If possible, all family trips should be planned so students will not miss school.

TO REPORT A STUDENT ABSENCE PLEASE CALL 961-9530, OPTION 1

After the child's absence the parent will have 2 school days to explain the absence and have it considered excused. If the parent does not communicate the explanation, the absence will stand as unexcused.

If you are in need of immediate assistance regarding attendance please contact our Attendance Secretary at 961-9530, extension 3162.

Make-Up Work Due to Absence

It is the responsibility of the student or parent to request make-up work from a teacher due to a planned or unplanned absence, and it is the student's responsibility to make up the work.

1. Requests for the office to gather homework to be picked up can be made if the student is absent more than one day. If the request is called in by 9:00 a.m. it will be available at the end of that school day; otherwise it will be available the following day.
2. Students returning from an excused absence will have an amount of time equivalent to the number of days absent, plus one day, to make up work assigned during the absence.
3. Pre-arranged absences need to be communicated with the attendance office. Work missed because of an excused, pre-arranged absence that occurs at the end of a grading period must be submitted before the absence.

Leaving School Grounds

Once students have arrived on school grounds, students will not be allowed to leave. Students will not be allowed to leave school property or for any activities by any parent other than their own without express consent of IMS Administration. This applies even if a student is given permission by his/her own parent to be out with another parent, and this includes before school activities. Additionally, when a student is signed out for lunch with his/her own parent, the student needs to be returned within the allotted lunch time. Any time after the end of lunch will be counted as Unexcused Absence for attendance purposes.

Student Absences – Excused

Regular school attendance is essential for students to obtain the maximum benefit from the education program. Parents and students are encouraged to ensure all absences from school are necessary. Students will attend school unless excused by the principal of their attendance center. Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to: illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities.

Students whose absences are approved will make up the work missed and receive full credit for the missed school work. It is the responsibility of the student to coordinate with the student's teacher to complete make up work. In order to participate in school-sponsored events on a school day, students must attend school at least one-half of that day unless principals have given special permission for students to be absent. It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school that day. The principal may request evidence or written verification of the student's reason for absence.

Acceptable Excuses for Absences and Tardiness

- Evidence that the student is not in proper physical or mental condition to attend school or an educational program is needed. The district may request the parent to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.
- Medical, dental, chiropractic, optometric or other valid professional appointments.
- A death in the immediate family or funeral for a close relative.
- Religious holidays.
- Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent/guardian on a vacation which cannot be scheduled when school is not in session. A parent shall be required to notify the school attendance secretary prior to leaving on vacation of the pending absence for the purpose of reviewing the

- student's attendance record and overall performance record.
- A court appearance or other legal procedure which requires the attendance of the student.
 - Attendance at special events of educational value as approved by the school administration.
 - Approved school activities during class time.
 - Special circumstances that show good cause which the school administration approves in advance.

Attendance Letters

Attendance Awareness Letter: A letter will be sent to notify the parent that their child has accumulated 10 or more absences, whether the absences are excused or unexcused.

Second Attendance Letter: An additional letter will be sent to notify the parent that their child has accumulated a total of (15) absences per school year.

Compulsory Attendance Letter: A final letter will be sent to notify the parent after (15-20) absences per school year. A medical excuse stating specific medical reasons for the student's future absences may be required. While seeking a medical excuse, the student's parent must still comply with absence notification procedures. Should a parent choose not to secure a medical excuse, the absence may be considered unexcused. Medical excuse notes must state specific days that a student is excused from school and must be signed by a physician.

- a. After having received a Compulsory Attendance Letter, if a student accumulates three unexcused absences, an attendance meeting may be held with the parent, teachers, counselor, principal, juvenile court liaison officer, and county attorney. This meeting would involve the discussion of options to assist the child in regular attendance, and an attendance plan would be created. It is understood that it is the responsibility of the juvenile court liaison officer to contact families and talk with them throughout the entire process to achieve compliance with statutes.
- b. In the event the child accumulates five unexcused absences, an additional letter will be sent, and a parent mediation meeting is required with the juvenile court liaison officer and school administrators. A referral may be made to the county attorney.

Tardy Policy

Students tardy to school 3 or more times per month will have their attendance reviewed and may receive a contact from the grade level guidance counselor to develop an attendance plan with parent input. This contact would also involve a review of the school's expectations regarding tardiness and absences. Students may be assigned detention time by an administrator for loss of school time.

Students tardy to school 6 or more times will have their attendance reviewed and may meet with the grade level guidance counselor to develop an attendance plan as previously specified. Students may be assigned detention time by an administrator for loss of school time. Continual morning tardiness will result in the consideration of involving the Juvenile Court Liaison and a referral to the county attorney.

Students tardy to school 12 or more times may meet with an administrator, guidance counselor and parent to determine additional needs of support. Students may be assigned office detention time by an administrator for loss of school time.

Hall Passes

Any time a student is in the hall, other than between classes, they must have a hall pass or have signed out from the classroom listing the destination and from what class they are being excused. If students are found truant and do not have permission, planner, or a pass with them, appropriate consequences can be assigned.

Unexcused Tardiness to Class

Any student who is late for any class period must have a pass from a teacher or the office before he/she can be considered excused. In the event the tardy is unexcused, the tardy will be recorded by the teacher and the student will be notified of the tardy.

1. A student is considered tardy unless he/she is in the classroom when the class is expected to begin.
2. Teachers are to handle tardies (up to 2 per semester) on their own. The teacher and student will

- review and identify causes and remedies to the problem of tardiness.
3. On the 3rd unexcused tardy to a class, the student must serve a team time with their teacher. The parent/guardian will be contacted by the teacher and the student will be expected to write a plan for success. This information is to be documented in Power School by the teacher. Referrals may be made to the grade level counselor as needed.
 4. On the 4th and subsequent unexcused tardies the student will be referred through Power School to the administration for an office detention.
 5. Tardies exceeding 10 minutes should automatically be referred through Power School to the administration.

All tardies are calculated on a quarterly basis.

Truancy—Unexcused Absences (Ref. School Board Policy 501.10)

Regular school attendance is essential for students to obtain the maximum benefit from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center. Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences will include, but not be limited to: tardiness and employment. Truancy will not be tolerated by the board. Students are subject to disciplinary action for truancy including suspension and expulsion. Students will make up the work missed and receive full credit for the missed school work. It is the responsibility of the student to coordinate with the student's teacher to complete the makeup work. Disciplinary action for students receiving special education services will be consistent with the goals and objectives of the student's Individualized Education Program. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

Students are subject to disciplinary action for truancy including suspension and expulsion. Truancy includes, but is not limited to, the following conditions:

- A student is absent from school or assigned area without the knowledge and consent of school personnel or parent. Truancy is the act of being absent without a reasonable excuse. These absences will include, but not be limited to: tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations, and employment.
- A student leaves the school building, grounds, or any assigned area without first obtaining permission from the nurse, office personnel, teacher or administrator.
- A student does not report to a class or other assigned area as required.

Chronic truancy may result in contact with the county attorney. Parents are advised that this may result in prosecution. Copies of all truancy letters will be sent to the Warren County Attorney's office.

First Truancy: The student's parents will be notified by phone and in a letter. The student will conference with an administrator and detention time will be assigned according to the length of the truancy.

Second Truancy: A conference will be held with the student, the parent, and an administrator. A detention time will be assigned according to the length of the truancy.

Third Truancy: A third truancy will result in a meeting between the student, parent, administrator, and the superintendent to discuss the student's continued attendance at school. Any of the disciplinary actions outlined in the previous offenses may also be assigned. In addition, a letter of truancy may be filed with the superintendent of schools, the school board president, and the county attorney.

Technology

Acceptable Use Policy (Ref. School Board Policies 605.6.)

Annually, students are granted access to World Wide Web information resources through their classroom, library, or school computer lab. The students are given Google email accounts and are permitted to use the address to send and receive mail at school for school related reasons. Privileges to use the Internet may be revoked upon parent/guardian request and/or violation of any portion of this policy. Other disciplinary

consequences may also be given in the event of inappropriate Internet use.

School Email Address

The student school email address is the student's last name + 6 digit student number followed by @indianola.k12.ia.us. For example, smith123456@indianola.k12.ia.us. The 6 digit student number is accessible through Power School.

The student's email password is set by the student after initially logging in during computer class in 6th grade and core classes at other grade levels. They are encouraged to not write the password down due to best security practices. If they forget their password, the computer teacher will call the help desk to have it reset for the student.

Power School

Each student is assigned an account in Power School, the district's student information system. Students can use their account to access their assignment due dates and grades. Their accounts are active within the first two weeks of school.

Parents are assigned their own Parent Portal Account in Power School by filling out an application. The application and directions are on the district website. There are tutorials on YouTube for Power School users.

Google Apps

The middle school utilizes Google Apps for learning. Each student is assigned an account using their school email address. Parents can access their student's account by asking the student for the password.

- Log into an Internet browser such as Google Chrome (Internet Explorer doesn't work well with Google Drive).
- Enter "gapps.indianola.k12.ia.us" in the address bar or go to google.com and click on the "SIGN IN" button.
- Enter the student's school email address and password.
- The school email address is the student's last name + 6 digit student number, followed by @indianola.k12.ia.us.
- The password is the same password the student uses to log in to the computer.

Special Note: Any time a student changes his/her computer password, it will sync automatically to his/her Google account. Students cannot change their passwords from home. They must be logged on within the school district to change passwords. The school system has the ability to monitor any student account.

Computer Courses in Grades 7-8

A variety of websites are used in the computer classes using the student's school email address, and they may change as the curriculum is updated. Updates are communicated through the team newsletters and through the teacher's class site, <http://imscomputers.weebly.com>

7th Grade

Glogster.com

Prezi.com

Easybib.com

8th Grade

Scratch.mit.edu

Freeplaymusic.com (if needed for project)

Weebly.com

Student Behavior Expectations (Ref. School Board Policy 503.1, 503.1R1, 503.2) and School Safety (Ref. School Board Policy 502.6, 502.8, 502.9, 507.5)

Guidelines for Use of the School Mascot and Logo

In order to prevent portraying Native Americans in a stereotypical manner and to avoid discriminatory practice by staff and students, the following guidelines have been established:

- In pictorial presentations, the Indianola Indians mascot is not to be portrayed in a warlike fashion. Specifically, the use of war paint and weapons are to be avoided.
- All portrayals and representations of the Indianola Indians mascot should reflect positively on Native Americans. Students are not to dress as Native Americans or wear other costumes at school events unless as part of a school production.

Student Conduct (Ref. School Board Policy 503.1)

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate student behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances, including circumstances relating to a student's abilities and disabilities.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

It is the responsibility of the superintendent, in conjunction with the building administrator, to develop administrative regulations regarding this policy.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Plan (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension. If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate through a manifestation determination.

Discipline Definitions:

Removal - Removal from the classroom means a student is sent to the building administrator's office. It is within the discretion of the person in charge of the classroom to remove the student.

Team Time - A team time (up to 30 minutes per day) may be assigned by a teacher for various reasons, and it is served with the teacher that assigned it. It may be for discipline reasons or to complete an assignment. Teachers are responsible for making contact with the parents and arranging the time. Notices will be sent to the administration of those students who fail to serve a team time. **If a student fails to serve a team time and/or fails to make arrangements with the teacher on the assigned date, the teacher will contact parents and the team time will be referred to the office. Detention time will then be assigned by the administration for a detention either before or after school.**

Detention - Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building administrator disciplining the student. Detentions must be served before a student can practice or participate in any after school activity. The administration and parents will arrange times and dates to serve referred detentions.

In-School Suspension - The student will attend school but will be temporarily isolated from one or more classes. An in-school suspension will not exceed ten consecutive school days. Students who are suspended in-school may not be allowed to practice or participate in extra-curricular or co-curricular activities they may be involved in at the time of the suspension. Students who are suspended in-school are not to be on school district property before or after school hours during the time of their suspension.

Out-of-School Suspension - The student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. Students who are suspended out-of-school will not be allowed to practice or participate in extra-curricular or co-curricular activities they may be involved in at the time of the suspension. Students who are suspended out-of-school are not to be on school district property or on school district transportation during the time of their suspension.

Probation - The student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Restriction from School Activities - A student will attend school and classes and may or may not practice but will not participate in school activities.

Loss of Eligibility - The student will be excluded from participation in one or more particular school activities. A restriction from school activities and a loss of eligibility may be of an indefinite duration.

Expulsion - An action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Educational Environment

Students must adjust their behavior to the standards of the school and not hinder the education of others by infringing on the rights of others to learn. Each student has the responsibility to know and abide by the regulations of the school. We believe conduct that disrupts the rights of other students in obtaining an education or participating in educational activities should be subject to discipline. Appropriate discipline must be maintained.

All students, staff, and school community members have rights to freedom of speech and personal opinion. However, those rights do not extend to acts that deprive others of their right to learn in an environment of respect and safety nor will they interfere with the ability of this school to carry out its educational mission.

All students attending Indianola Middle School have certain rights and responsibilities. Students will be afforded the right of due process when referred to the office for disciplinary reasons. Due process means verbal or written notice of the rule violation, an opportunity for the student to tell their version of what happened, an explanation of the evidence of the violation upon which the school authority is relying, and a notice of the intended administrative action.

All students have responsibilities along with their rights.

- Students have the responsibility to obey school rules.
- If conduct is dangerous to themselves or others or threatens to disrupt the school environment, students may be removed immediately. Students have the responsibility to behave in a safe and orderly manner, whether or not there is a specific "rule" in the student handbook.
- Students have the responsibility to be fair, honest, and forthright.
- Students are expected to come to school each day with books, homework, and other needed materials, ready to learn. Horseplay, profanity, arguing and other types of conflict that interfere with students' learning time is inappropriate and will not be tolerated. Consequences may be imposed to correct the behavior
- In the event that students are having a problem with another student, it is important that they allow the adults in the building to help them resolve the problem in a non-violent manner. Fighting and disruptions will not be tolerated. Students are to tell an adult immediately if they are having a problem. Parents are also encouraged to call their student's administrator or counselor to warn him/her of developing conflicts in order to address issues before they become larger.

Freedom of Expression (Ref. School Board Policy 502.3)

Student expression, other than in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of the administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, will consider whether the activity in which the expression

was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that are not disruptive to the orderly and efficient operation of the school district. Students who violate this policy may be subject to disciplinary measures. Employees are responsible for ensuring students' expression is in keeping with this policy.

Insubordination

The purpose of school is to educate students. For that to occur, the environment must be organized and orderly. The adults employed by the school system each have a part to play in the orderly operation of the school facility. Students are expected to comply with the reasonable requests of all these adults.

Public Displays of Affection

Public displays of affection are not appropriate during school hours or at school activities. The 'daylight' rule is in effect. Daylight must be visible between two bodies at all times. For example, refrain from hand holding, walking arm-in-arm, etc.

Fighting

Fighting disrupts the educational process and creates an unsafe learning environment. **Fighting at school or on school property will not be tolerated.** Each incident will be investigated and dealt with on an individual basis. Students engaged in a fight at school, on school property, or at school-sponsored activities can expect the following consequences:

First Offense: Possible suspension 1 to 5 days. A conference with the parent may be required before the student returns to classes.

Second Offense: Possible suspension 2 to 10 days. A conference with the parent may be required before the student returns to classes.

Third offense: Possible suspension and possible recommendation for expulsion.

Based on the severity of the incident, disorderly conduct charges may be filed with the Indianola Police Department.

Anti-Bullying/Harassment (Ref. School Board Policy 104)

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 other students, by school employees, and by 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 the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, socioeconomic status, marital status, 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 which may include suspension or 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 which may include 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 which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, 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:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee 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 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 Director of Student and Staff Services or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Director of Student and Staff Services or designee will be responsible for handling all complaints by employees alleging harassment.

It is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop

procedures regarding this policy. The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website

A copy of the policy shall be provided to any person requesting one at the administrative office.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so.
- If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.

If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:

- Tell a teacher, counselor or principal
- Write down exactly what happened in an incident report:
 - What, when and where it happened
 - Who was involved
 - Exactly what was said or what the harasser or bully did
 - Witnesses to the harassment or bullying
 - What the student said or did, either at the time or later
 - How the student felt
 - How the harasser or bully responded

Consequences for participating in harassment are as follows:

First Offense: A conference with an administrator or counselor, parent contact, and/or the student may be suspended from school for up to 10 days and/or the student may be recommended for expulsion from school for a semester.

Repeat Offense: A conference with an administrator, counselor, and parent, and/or the student may be suspended from school for up to 10 days and/or the student may be recommended for expulsion from school.

Threats of Violence

All threats of violence, whether verbal, written, or symbolic, against a student or students, staff, visitors, or toward school facilities are prohibited. All such threats will be promptly investigated upon notice to administration. Students are encouraged to bring threats to the attention of school administration immediately. Law enforcement may be contacted. Threats issued and delivered away from school or school activities, including social networking sites, may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior may face disciplinary consequences up to and including expulsion from school with loss of credit for the term of the expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening, harassing, or terrorist 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; the degree of cooperation by the student and his/her parent(s) or guardian(s) in the investigation; the existence of the student's criminal or juvenile 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.

Cheating and Plagiarism

Any student determined to have cheated or plagiarized will be addressed by the teacher to correct the behavior per district and building policy, but grades will not be impacted. Repeat offenses may be referred to administration for additional consequences for the behavior. The student will be expected to be given the same or alternate assessment or assignment. The teacher will document the incident on Power School and

communicate with the parents. Cheating also includes changing a grade given by a teacher electronically or in the teacher's grade book. Plagiarism and infringement of copyrights are against the law and are considered cheating. This also includes material that may be obtained from any Internet source. Scenarios that involve cheating or falsifying grade(s) will be dealt with on an individual basis and could result in suspension, Good Conduct Violations, criminal charges, a violation of other club by-laws, and/or other consequences.

Appropriate Language (Ref. School Board Policy 503.1)

Students are expected to use appropriate verbal, written, and sign language while on school property or at school functions.

First and Second Offenses: Warning. If the profanity is viewed as severe by the administration, the student may be assigned consequences including suspension.

Third Offense: Student may be suspended, and a conference with one or both parents and an administrator will take place.

If a student directs inappropriate language toward a staff member they may be suspended, parents will be notified, and the student may be charged with disorderly conduct by the Indianola Police Department. Students continually violating this policy may be recommended for expulsion.

Appropriate School Attire (Ref. School Board Policy 502.1)

Appropriate school attire does not draw attention to the student, does not disrupt the concentration of other students, nor disrupts the educational environment.

- It is expected that students' clothing will ensure adequate coverage and **undergarments should not be visible**.
- Garments may not be backless or without straps.
- Shorts with less than a 4 inch inseam are discouraged.
- Pants and shorts are to be worn at an appropriate level at or above the hips.
- Shoes with wheels are prohibited.
- Hats, other head coverings (unless for religious purposes) and sunglasses are to be taken off and left in lockers during the school day with all bags and purses.
- Students are not to wear items that are considered potentially dangerous.
- All students will be expected to change into appropriate clothes for physical education classes.
- Students are expected to refrain from wearing clothing or other apparel with actual or implied profanity, sexual innuendoes, tobacco/alcohol/drug endorsements, and /or promotion of weapons or known gang related insignias.
- The building principals will make the final determination of the appropriateness of the student's appearance.

Students not adhering to these expectations will be asked to change the article of clothing or to correct the situation. Students refusing to comply with the request will remain in the office until the situation is resolved. Additional consequences may be assigned.

Banned Items (Ref. School Board Policy 502.8)

Banned items and items being used inappropriately will be brought to the office. See next section for cell phone guidelines.

First Offense: A staff member will bring the item(s) to the office and require that it be picked up after school.

Repeated Offenses: A staff member will bring the item(s) to the office, and a parent will have to pick it up. Additional consequences may apply.

Items which can disrupt the educational environment are not to be brought to school.

- Cameras, video recorders, laser pointer, or other electronic devices/components (e.g. iWatches) are not permitted for use during the school day unless specifically requested by staff for classroom use.
- Skateboards, roller skates, inline skates, and shoes with wheels (Heelies) are not to be used in the school building or on school grounds, unless pre-approved for physical education class or a planned classroom activity.

Search and Seizure (Ref. School Board Policy 502.8)

School district property is held in public trust by the board. School district authorities may, without a search

warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. **Prior to contacting law enforcement officers, an attempt will be made to contact the parents.** The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

Cell Phones / Electronic Communication Devices

Students may possess a cellular phone or other electronic communication device (ECD) in school and at school related functions provided that during school hours the cell phone or ECD is **powered off, concealed, and not in use.**

- The staff member is required to contact the parent, record the incident in Power School, and **have the student** bring the cell phone to the office on every incident. On the second offense the student will be assigned an office detention and on all offenses that follow parents are required to pick up the phone and additional consequences may result.
- Students are prohibited from using a cell phone or having it powered on during the school day which begins at 7:30 AM and ends at 3:20 PM. **Cell Phones are not to be turned on, seen, heard, or used in the school building or on school grounds until the dismissal bell at the end of the school day.** Lesson plans that allow student use of cell phones may be approved by the classroom teacher.
- Students are not permitted to wear or display their cell phone. Devices must be kept out of sight in a locker or pocket.
- **Cell phones may not be on or otherwise used in the school locker rooms or restrooms. This includes the use of picture/video features available on some phones. If in use in the locker room or restroom the Indianola Police Department may be called to investigate.**
- It is not appropriate to use cell phones or record using cell phones during such activities as plays, concerts, dances, assemblies, or indoor sporting events. Cell phones may be used on school buses, as long as they are not distracting to the driver and used in accordance with other District policies. Failure to discontinue use as requested will result in disciplinary action.
- The district is not responsible for loss, theft, damage or vandalism to student cell phones or ECDs.
- Two exceptions for usage:
 - Students using cell phones before or after school need to use them appropriately. Students must wear earplugs when listening to electronic devices and should not take pictures or video without permission from school staff for educational reasons.
 - Electronic devices are allowed before school for appropriate gaming and reading purposes in designated areas: outside the library at the tables on the gray tile, inside the library, outside the Street gym on the gray tile and in the cafeteria.

Sexting: Indianola Police Department will be contacted regarding all sexting allegations reported to school administration.

Sexting refers to the following:

- Any exchange of images depicting nude juveniles
- Any incident involving an adult sending nude images to a juvenile.

- Any incident of enticing or soliciting text messages.

Buying, Selling, Trading, and Gambling (Ref. School Board Policy 503.1)

Students are not allowed to sell, buy, trade or gamble on school property. School sponsored fundraisers are exempt from this rule.

Care of School Property and Vandalism (Ref. School Board Policy 502.2)

Students are not to tamper with any part of the building, its contents, or any property belonging to the school, its employees, or students. A student who accidentally damages or breaks any of the above must report it immediately to the administration office. Any student who willfully or through excess carelessness damages school property will be expected to pay for repair or replacement and may be subject to disciplinary action. At the discretion of the administration, students may be referred to law enforcement officials.

Safety Drills (Ref. School Board Policy 507.5)

Fire, tornado, and lockdown drills will be held periodically and all procedures are in printed form posted in each room. Directions will be given in the classroom, and when drills or alerts occur, students are to seriously follow the posted rules and the staff member's directions. Emergency evacuation for any other reason will be directed by the office, and each staff member is aware of these procedures.

Interviewing or Interrogation of Students by an Outside Agency (Ref. School Board Policy 502.9)

Generally, students may not be interviewed during the school day by persons other than parents, Department of Human Services, and school district officials and employees. Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students are made through the principal's office. Upon receiving a request, it is the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal will attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview. Students will not be taken from school without the consent of the principal and without proper warrant.

Weapons (Ref. School Board Policy 502.6)

Weapons are not allowed on school grounds, in school facilities, or at school activities at home or away with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the administration. Students bringing firearms or weapons (knife, club, look-alike weapons and/or dangerous objects, etc.) to school or possessing either at school or school sponsored activities shall be dealt with according to School Board Policy 502.6. Parents of students found to possess a weapon, other dangerous objects, or look-alikes on school property shall be notified of the incident. Confiscation of weapons, other dangerous objects or look-alikes shall be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. The Good Conduct Rule will also be enforced. Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Smoking / Drinking / Drugs / Intoxicants (Ref. School Board Policy 502.7)

The following acts by students are prohibited while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district:

- The distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look-alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances;

- The distribution, dispensing, or possession of paraphernalia associated with the use of items prohibited above;
- The distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, e-cigarettes, vape pens, or “look-alike” substances that appear to be tobacco, nicotine, beer, wine, alcohol or controlled substances;
- The distribution, dispensing, manufacture, possession, use or being under the influence of alternatives to illegal drugs, such as designer or synthetic drugs, whether or not prohibited by law. This includes but is not limited to: herbal or plant products with properties that impair, restrict or alter normal cognitive function (such as salvia); herbal or chemical products containing synthetic marijuana (such as K2 or Spice) or synthetic cocaine or methamphetamine (such as bath salts); and/or any substance purported to, designed to, or injected or inhaled.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors. Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, e-cigarettes or vape pens, tobacco or tobacco products for those under the age of eighteen may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol, and/or of a controlled substance may also be reported to the local law enforcement authorities.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations are included in the student handbooks which are approved annually by the Board.

The following administrative regulatory guidelines have been set:

Tobacco or Look-alike

1. First offense: The student may be suspended in school for 1-3 days.
2. Second offense: The student may be suspended in school for 3-5 days.
3. Third offense: The student may be suspended in school for 5-10 days.
4. Fourth offense: The student may be recommended for expulsion from school for a semester.

Alcohol / Inhalants / Intoxicants

1. First offense: The student may be suspended out of school for up to 5 days.
2. Second offense: The student may be suspended out of school for up to 10 days.
3. Third offense: The student may be recommended for expulsion from school for a semester.

Prescription Medication (not prescribed to student)

1. First offense: 3-5 days out-of-school suspension
2. Second offense: The student may be recommended for expulsion.

Controlled Substance and Synthetic Drugs

First offense: The student may be recommended for expulsion.

Other Drugs / Paraphernalia

First offense: The student may be recommended for expulsion from school for a semester.

Extra-Curricular Activities

Absences and Extra / Co-Curricular Activities: (Ref. School Board Policy 501.9)

Any student who is ill and wishes to participate in a co-curricular or extra-curricular event or practice after school must be in school at least periods 5-8. If a student leaves school ill before the end of the day, or is unable to attend class because of illness, he/she will not be allowed to participate. If a student has an excused absence other than illness on that day, such as a funeral, the student will be allowed to participate.

Good Conduct Rule (Ref. School Board Policy 503.4)

It is the philosophy of Indianola Community Schools that participation in extra-curricular and/or co-curricular activities is a privilege to be earned by not only demonstrating a particular talent or ability, but also by demonstrating lawful and reasonable conduct. This policy shall be in effect for the entire calendar year (365 days), both during the regular school year as well as all vacation periods.

The Indianola Middle School administration shall promptly investigate any report of a violation of the Good

Conduct Rule. Based on factual circumstances relevant to said report, the middle school administrative team shall determine whether the student has, in fact, violated the Good Conduct Rule. Such factual determination shall be based upon substantial evidence when the information is obtained or reported from non-school personnel in an informal administrative investigation. This investigation shall not be limited by any formal rules of evidence or procedure.

The following behaviors or actions by a student shall be in violation of the Good Conduct Rule and shall be determined by a student being observed by a source deemed reliable by the middle school administrative team after an investigation, or a student admitting to violating these rules:

- Possessing or using any tobacco product.
- Possessing, using, selling, manufacturing, distributing, or being under the influence of any alcoholic beverage.
- Possessing, using, selling, manufacturing, distributing, or being under the influence of any controlled substance, or a “look-alike” substance unless such substance was prescribed for that student by a valid prescription or order of a licensed medical practitioner while acting in the course of his or her duties.
- Possessing, using, selling, manufacturing, or distributing any drug paraphernalia or apparatus used to allow the person using it to be involved with a controlled substance.
- Committing an act that would be a violation of the law, other than minor traffic violations. This would involve such acts as assault, breaking and entering, theft and shoplifting, vandalism, fraud, possession of a dangerous weapon or object, etc. A determination that a student has violated the Good Conduct Rule by the commission of a crime may be made without regard to whether the student is prosecuted or convicted of such crime by other authorities.
- Repeated violations of rules and regulations established by the Board of Education.

First Offense

A student violating the Good Conduct Rule shall be ineligible to participate in 1/3 of the entire season of all regularly scheduled public performances in all activities that he or she is engaged in at the time of infraction, or in the next activity in which the student is involved. If less than 1/3 of the entire season is left at the time of the Good Conduct Violation, the student will be ineligible to participate in the remainder of the current season. In addition, the student will be ineligible for the percentage of ineligibility that is left to be served in the next season the student is involved in.

Students will be allowed the option of completing three scheduled counseling sessions with one of the middle school counselors dealing with issues pertaining to the Good Conduct Rule violation. If you choose this option, you will reduce your consequence by 1/3 of the original consequence. (Example: The original consequence in football would be three games. If you chose the counseling option, it would be two games.) The expectation is that the student must participate in all practices or obligations in order to regain eligibility. If the student is absent for unexcused reasons they will be removed from that activity and the consequences will impact the next activity the student is involved in during the school year.

This violation will be in effect for one calendar year. If there are no violations within that year, the student will have a clean slate and any other violation after that date will return to the first offense.

Second Offense

A student violating the Good Conduct Rule for the second time within one calendar year shall be ineligible to participate in 1/2 of the entire season of all regularly scheduled public performances in all activities that he or she is engaged in at the time of infraction, or in the next activity in which the student is involved. If a student is involved in more than one activity at the time of the Good Conduct Rule violation, the activity in season will take precedence in determining how many events the student will be ineligible for.

Students will be allowed the option of completing scheduled counseling sessions with an outside agency (at their own expense) dealing with issues pertaining to the Good Conduct Rule violation (for example, Prevention Concepts). If you choose this option, you will reduce your consequence by 1/2 of the original consequence. (Example: The original consequence in football would be five games. If you chose the counseling option, it would be three games.) This violation will be considered completed after the ineligibility is served and upon documentation of the completion of the counseling sessions. The expectation is that the student must participate in all practices or obligations in order to regain eligibility. If the student is absent for unexcused reasons they will be removed from that activity and the consequences will impact the next

activity the student is involved in during the school year.

This violation will be in effect for one calendar year. If there are no violations within that year, the student will have a clean slate and any other violation after that date will return to the first offense.

Third Offense

A student violating the Good Conduct Rule for the third time within one calendar year shall be ineligible to participate in all regularly scheduled public performances in all activities which the student is involved for one calendar year (365 days) from the date of the infraction. Students must also complete scheduled counseling sessions with an outside agency (at their own expense) dealing with issues pertaining to the Good Conduct Rule violation (for example, Prevention Concepts). Any additional violation of the Good Conduct Rule within that year will result in an additional one calendar year (365 days) ineligibility period which starts with the day of the latest infraction. This violation will be considered completed after the ineligibility is served and upon documentation of the completion of the counseling sessions. This violation will be in effect for one calendar year. If there are no violations within that year, the student will have a clean slate and any other violation after that date will return to the first offense.

Special Considerations

Students who are participating in middle school activities during the summer between grade 8 and grade 9 are considered to be in grade 9.

Students wishing to serve a suspension for a Good Conduct Rule violation in an activity they have not been in before must meet with the in-season coach, the Activities Director, and/or the principal to determine whether he/she will be allowed to serve the suspension during that activity. The student will need to arrange this meeting. Any student serving a Good Conduct Rule violation suspension must complete the season for the suspension time to be fulfilled.

Any ineligibility for activities under this policy shall be in addition to any other action or temporary suspension or expulsion from school under other school district rules and regulations.

Students who are removed from a class for inappropriate behavior, truancies, or in the opinion of the middle school administrative team are not displaying appropriate behavior at school, at extra-curricular or co-curricular activities, or on school owned property may be ruled ineligible to participate in practice or public performances. The middle school administrative team will make this determination.

Appeal Process (Ref. School Board Code: 503.4)

Any student may, by written notice to the middle school principal or assistant principal within seven (7) days of notice of ineligibility, appeal such decision to the superintendent of schools. Upon receipt of the notice of appeal or notification thereof, the superintendent of schools shall appoint a panel consisting of four teachers to hear such appeal. The superintendent of schools and the panel shall confirm the ineligibility, or shall declare the student eligible. If the student wishes to appeal the superintendent's decision, they must do so in writing within three (3) days of such decision to the Board of Education. If the student is not in acceptance, he or she may appeal the Board of Education's decision to the State Board of Education. Any student who is ruled ineligible prior to the appeal will remain ineligible until the appeal process is completed.

Sportsmanship and Links to Athletic Associations

The administration, staff and students of Indianola Middle School support our state activities associations in making Good Sportsmanship a priority. Negative comments and acts directed toward players, coaches, fans, or officials do nothing positive in the development of these young people as future citizens. Be a Good Sport for your Students, School, and Community.

<http://www.iahsaa.org>

<http://iqhsau.org>

Student Transportation for Extra / Co-Curricular Activities (Ref. School Board Policy 711.3)

Students who are provided transportation in school district transportation vehicles for events shall ride both to and from the event in the school vehicle unless arrangements have been made with the activities director prior to the event. A student's parent may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation

vehicle. Parents are expected to sign a parental release form before the student will be excused.

Student Physicals (Ref. School Board Policy 507.1)

Students desiring to participate in athletic activities will have a physical examination by a licensed health professional and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the school district. A certificate of health stating the results of a physical examination and signed by the physician is on file at the attendance center. Each student will submit an up-to-date certificate of health upon the request of the superintendent.

Student Insurance (Ref. School Board Policy 507.6)

Students will have the opportunity to participate in the health and accident insurance plan selected by the school district. The cost of the health and accident insurance program is the responsibility of the student. Participation in the health and accident insurance plan is not a contract with the school district, but rather, a contract between the insurance company and the student.

Students participating in extracurricular athletics are required to have health and accident insurance. The student will bring written proof of insurance or participate in the health and accident insurance program selected by the school district.

Eligibility Policy

All middle school students are encouraged to participate in extra-curricular activities, yet academic work comes first. Students assigned detention by a teacher or administrator must serve the detention before attending a practice or event. Prior arrangements may be made for the student to serve a detention at a time that does not conflict with a practice or a game.

At each quarterly grading period, any student who fails one or more core subjects will be ineligible to participate in any practice or event. **A student can regain his/her eligibility when he/she attends Study Table and raises and maintains their grades until the next grading period.** A student who is ineligible at the end of the second semester will be ineligible the first grading period of the next year.

Students will be allowed to practice at 4:00 p.m. if they attend Study Table from 3:20-4:00. Students attending Study Table will be allowed to compete when they have raised all of their grades to passing, as long as they continue to attend Study Table until the beginning of the next grading period. Please refer to the Discipline Definitions in this handbook for additional information regarding the loss of eligibility and restriction from school activities.

Blake Fieldhouse and Chris Street Gym

Open gym hours are provided at the Blake Fieldhouse and Chris Street Gym located at Indianola Middle School. Please check the Indianola Middle School page of the Indianola Community School District website www.indianola.k12.ia.us for open gym hours.

Drama

Students are encouraged to listen to the announcements for the opportunity to participate in the middle school and high school drama and variety show productions. Tryouts will be announced.

Yearbook

6th through 8th grade students may be members of the yearbook staff. The students participate in helping to choose the cover, photographing activities, and selecting photographs to be used in the yearbook.

Extra-Curricular Athletic Activities

The following extra-curricular athletic opportunities are available to students:

- 7th and 8th Grade Football
- 7th and 8th Grade Cross Country
- 7/8 Grade Volleyball
- 7/8 Grade Basketball
- 7th and 8th Grade Wrestling
- 7th and 8th Grade Track
- 7th and 8th Grade Softball
- Schedules are located at <http://www.indianola.k12.ia.us/middle-school/ims-activities.php> or <http://www.littlehawkeyeconference.com/public/genie/206/school/645/>

Activity Tickets

Student activity tickets will be available to students during registration for a cost of \$50.00. These tickets are good for all high school and middle school home athletic events. Admission price for high school athletic events varies. Admission price for middle school athletic events is \$1.00 for students and \$3.00 for adults. Students will be charged \$5.00 for a replacement activity ticket.

Open Night

In keeping with good community relations, activities and practices will not be scheduled on Wednesday nights beyond 6:00 p.m. during the school year.

Food Service and Transportation (Ref. School Board Policy 710, 711)

Be a Healthy Indianola Indian!

These guidelines were **approved by the 2013-2014 Indianola Middle School Student Council** and are intended to support the health of our students, enhance their ability to make good decisions, and to maintain a clean learning environment.

- Indianola Middle School is a Healthier US School Challenge Gold Level Award recipient.
- It is a benefit to eat breakfast and snacks in the classrooms and hallways.
- All snacks must meet the Gold Level Standard. These items are available in the vending machines, pre-packaged ala carte and Grab N' Go breakfast.
- Fruit cannot be taken from the cafeteria for a snack later unless it has been purchased as an ala carte item at the time the student purchases their main meal. This ala carte fruit is in addition to any fruit servings that are required as a part of the main meal. Consumption of snacks will not take place at recess.
- All rooms allow snacks except music classes, PE, computer labs and classes, library, and art.
- It is a benefit to use water bottles. The intent is to keep students hydrated, which positively impacts learning and overall health.
- Only water is allowed.
- Other drinks are not to be brought to school, unless they are acceptable drinks for consumption with sack lunches or at after-school activities/practices. These drink containers must remain closed and in the lockers during the school day. Excluded drink categories include, but are not limited to, coffee, pop, and energy drinks.
- It is preferred that water bottles not advertise drinks that are not allowed at school.
- Water bottles need to be spill-proof.

Lunch Program

Food service has established an account for each family in the district. All elementary and middle school students in the same family will draw money from the same lunch account. A high school student will have a separate account **unless the accounts are combined online by the parents.** A hold on ala carte purchases may be placed on a middle school student's account by their parent.

Money may be deposited in an account before school each day in the box outside of the cafeteria. All deposits should be in a sealed envelope. The student's name and account number should be written on the envelope. Please make deposits before 9:00 a.m. so that the lunch account can be credited by lunchtime that day. **Parents may also deposit money online by visiting the district website.** Students bringing their own lunch will eat it at lunch time, and caffeinated drinks are not allowed. The cafeteria opens at 7:30 AM.

Bus Rules and Regulations (Ref. School Board Policy 711-711.8)

A school bus is an extension of the classroom, and the behavior expected of students in class is the same behavior that is expected of students on the bus. In general, behavior not allowed in school will not be allowed on the bus. The driver is the teacher of the "Classroom on Wheels." The driver has the same authority to enforce rules and regulations as the classroom teacher does. Any student who rides a bus to and/or from school must stay on school grounds at all times unless permission to leave is given from the office. Any student who would like to ride a bus home with a bus student or ride a different bus must have their parents call or write a note to the office. A bus pass will be issued to the student by the office. If a student does not have a necessary bus pass, they will not be allowed to ride a bus.

Video cameras may be placed on school buses to monitor student behavior. The film may be used as evidence in a student disciplinary proceeding. **Students failing to comply with bus expectations may lose the privilege of riding the bus.**

Private Vehicles (Ref. School Board Policy 904.1)

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent. Private vehicles will be used only when proof of insurance has been supplied to the superintendent and when the parents of the students to be transported have given written permission to the superintendent. The school district assumes no responsibility for those students who have not received the approval and who ride in private vehicles for school purposes. This applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center.

School Permit (Ref. School Board Policy 502.10)

A student who attends Indianola Middle School may not obtain a school driver's permit. Also, students will not be able to independently operate any motorized forms of transportation.

Parking

Bus students are dropped off at the Blake Fieldhouse entrance. **For safety reasons, no cars are to enter the east parking area during bus drop off and pick up times.** Parents are asked to drop off and pick up students along the north loop or pick up at the west lot. **No parking is allowed down the center driving aisles. Parents may park along the loop or in marked spaces.** Students may also exit the 7th grade wing to the west parking lot to be picked up at the end of the school day.

Bus Passes

Students are not required to bring a note to school if they are going to walk home from school. A note or parent contact is necessary for a student to get a bus pass to ride a bus they are normally not scheduled to ride. Passes are distributed in the office before school.

Bicycles

Students who ride bicycles to school must park them in the area provided and lock them. The school will work to investigate theft or damage problems, but the school is not responsible for theft or damage. Students should follow safety rules at all times and stay off the grassy areas around the building.

Policy Statements

Purpose (Ref. School Board Policies 100)

Your public school was established by and operates under the laws of the State of Iowa to provide you with an education. The public elects a Board of Education to direct the schools, and the administrators manage the operations. All children must attend school until the age of 16. Any student who turns 16 after September 15 of any school year is to remain in school for the entire year. Any student not complying with these state standards will be in violation of the Iowa Code and the school will be obligated to submit the student's name to the county attorney. Students must understand they have certain rights while they attend school and should remember that with these rights come many responsibilities. They must also understand

that the school board, administrators, and teachers have the right to make sure the atmosphere in their school is the most positive for learning. Disruptions must be kept to a minimum, and all people should treat each other with respect. Being a democratically oriented institution, school must allow for proposed changes and expression of dissent. The following guidelines have been established. Should you have a personal grievance, first communicate with the source if it is another person. If the problem cannot be solved, contact your teacher, counselor, principal, superintendent, and Board of Education in that order. Only after you feel you were not given satisfactory consideration should you appeal to a higher level.

Equal Educational Opportunity (Non-Discrimination Policy) (Ref. School Board Policy 102)

The board will not discriminate in its educational activities on the basis of age (except students), race, color, religion, national origin, sex, disability, sexual orientation, gender identity, socioeconomic status, creed or marital status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of age (except students), race, color, religion, sex, marital status, national origin, sexual orientation, gender identity, socioeconomic status, creed or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Section 504 Notice of Non-Discrimination Policy (Ref. School Board Policy 102E1)

Students, parents, employees and others doing business with or performing services for the Indianola Community School District are hereby notified that this school district does not discriminate on the basis of age (except students), race, color, religion, national origin, sex, disability, sexual orientation, gender identity, socioeconomic status, creed 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 age (except students), race, color, religion, national origin, sex, disability, sexual orientation, gender identity, socioeconomic status, creed 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: 504 Coordinator, Indianola Community School District, 1304 East 2nd Avenue, Indianola, IA 50125, 515- 961-9500, 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 ADA, § 504 and Iowa Code 280.3 (2007).

Tobacco-Free Environment (Ref. School Board Policy 905.2)

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school sponsored events. Persons failing to abide by this policy are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

Subversive Materials and Hate Activities (Re. School Board Policy 903.5R1)

Behaviors and activities that support or encourage hatred toward any specific group or population will not be tolerated. Printed material of a racist nature, supporting "hate" ideas, or of a subverted nature may not be distributed in or on school property. Students producing or distributing items condoning violence will be subject to disciplinary action and all items will be confiscated.

Health Instruction (Ref. School Board Policy 603.1 & 603.5)

Students in grade levels kindergarten through twelve will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the

effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of diseases; and communicable diseases, including sexually transmitted diseases and acquired immune deficiency syndrome. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being. The areas stated above are included in health education and the instruction is adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent/designee. The superintendent will have the final authority to determine the alternate activity or study.

Distribution of Materials (Ref. School Board Policy 903.5R1)

Anyone wishing to distribute unofficial written material must first submit a copy of the material to the superintendent for approval.

Federal Section 504 Policy Statement (Ref. School Board Policy 102E4)

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504 the Indianola Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Indianola Community School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to education records. This Act gives the parent/guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of those records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the Section 504/ADA Compliance Coordinator for the Indianola Community School District, phone (515) 961-9500.

Grievance Procedure (Ref. School Board Policy Code No. 102.R1)

It is the policy of the Indianola Community School District not to 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 have questions or a grievance related to this policy please contact Ron Lorenz, Assistant Superintendent, 1304 East 2nd Avenue, Indianola, Iowa 50125, 515-961-9500, ron.lorenz@indianola.k12.ia.us.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the complainant and others.

A complainant should attempt to resolve the problem informally by discussing the matter with a building administration or a direct supervisor. However, the complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a

complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 45 calendar days of the event giving rise to the complaint or from the date the complainant could reasonably become aware of such occurrence. The complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the complainant as needed.

Investigation

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the complainant is involved. The complaint and identity of the complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the complainant, respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the Superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the complainant, respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by district provided email account or in person.

The decision of the superintendent shall be final. The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law. This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible. Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Chapter 102 Investigators for all allegations of abuse of students by school employees

Level 1 Investigator	Ron Lorenz	961-9500 x 1502
Level 1 Alternate Investigator	Art Sathoff	961-9500 x 1501
Level 2 Investigator	Warren County Sheriff	961-1122

Homeless Children and Youth (Ref. School Board Policy 501.16)

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment, and eliminate existing barriers to their receiving an education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the Director of Student and Staff Services.

Student Photos and Student Work (Ref. School Board Policy 506.3)

At various times throughout the year, photos of students and student work may be used in school publications and school websites. Parents will be given the opportunity at registration to exclude their student from being included.

Abuse of Students by School District Employees (Ref. School Board Policy 402.3)

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior by employees, will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The process of a complaint of allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a level 1 investigator and alternate level 1 investigator. The school district has also arranged for a trained, experienced professional to serve as the level 2 investigator. The level 1 investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators shall be listed in the student handbook, published annually in a local newspaper, and posted in all school facilities. A qualified investigator of the opposite sex of the alleged abused student may be requested, if necessary. Investigators for all allegations of abuse of students by school employees

Level 1 Investigator	Ron Lorenz	961-9500 x 1502
Level 1 Alternate Investigator	Art Sathoff	961-9500 x 1501
Level 2 Investigator	Warren County Sheriff	961-1122

Corporal Punishment / Restraint / Physical Confinement and Detention (Ref. School Board Policy 503.5)

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 limits 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.

Protection of Student Rights (Ref. School Board Policy 505.4)

No student shall be required, as part of any application program, to submit to a survey, analysis, or evaluation that reveals information concerning: political affiliation; mental and psychological problems potentially embarrassing to the student or their family; sexual behavior and attitudes; illegal, antisocial, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privilege or analogous relationships such as those of lawyers, physicians, and ministers; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an emancipated minor) or in the case of an unemancipated minor, without the prior written consent of the parent.

Open Enrollment (Ref. School Board Policy 501.14 & 501.15)

Iowa's open enrollment law allows students residing in one school district to request a transfer to another district upon the parent's request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll

unless there is good cause as defined by the law. Parents of children who will begin kindergarten in the school district are exempt from the open enrollment March 1 deadline. Parents of children who will begin kindergarten will file in the same manner set forth above by September 1. Open-enrolled students from low-income families may qualify for transportation assistance. Students who open enroll from one district to another may be eligible for transportation assistance if they qualify under the federal income guidelines. Open enrollment may result in loss of athletic eligibility. Students interested in open enrolling out of the school district must contact the superintendent's office for information and forms.

Dual Enrollment for Homeschooling Students (Ref. School Board Policies 604.7, 604.10)

Homeschool or homeschool assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the principal. Standardized testing is available for these students. Contact the Guidance Office for further information by October 1 of the current school year.

Fines / Fees / Charges (Ref. School Board Policy 503.3)

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property. The superintendent will inform the board of the dollar amount to be charged to students or others for fines, charges, or fees annually. Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent. It is the responsibility of the superintendent, in conjunction with the building administrator, to develop administrative regulations regarding this policy.

Textbook / supplies fee is paid by all students. The basic textbooks used are owned by the school and rented to the students. Textbooks are very expensive and need to be treated with care. Fines are assessed to students who are responsible for the abnormal wear of a book. Students will be required to pay for lost or damaged books at the current price for a replacement. There is a fine schedule that will be reviewed with the students by teachers at the beginning of school in the fall.

Student Fee Waiver and Reduction Procedures (Ref. School Board Policy 503.3R1)

The board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria.

A. Waivers –

1. Full Waivers - A student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition Program, Family Investment Program, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
2. Partial Waivers - A student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition Program. The reduction will be annually set by the board.
3. Temporary Waivers - A student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and will not extend beyond the end of the school year.

B. Application - Parents or students eligible for a fee waiver will make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.

C. Confidentiality - The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.

D. Appeals - Denials of a waiver may be appealed to the Business Manager.

E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived

F. Notice - the school district will annually notify parents and students of the waiver. The following information will be included in registration materials:

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), or transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the building administrator for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Family Educational Rights and Privacy Act (FERPA) (Ref. School Board Policy 506.1E9)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.
Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. The school district will not market or sell directory information without prior consent of the parent. Any student over the age of eighteen or parent not wanting this information released to the public must make their objection in writing to the principal by the student's first day of school. The objection needs to be renewed annually.
Directory Information includes: NAME, ADDRESS, TELEPHONE NUMBER, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, GRADE LEVEL, ENROLLMENT STATUS, 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, STUDENT ARTWORK, STUDENT PHOTOS AND OTHER

LIKENESS AND OTHER SIMILAR INFORMATION.

Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information. Also, school districts that provide postsecondary institutions and potential employers access to students must provide the same right of access to military recruiters. Parents not wanting military recruiters to contact their children have the right to deny permission for this activity.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Ave. SW, Washington DC, 20202-4605.

The school district may share any information with the parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

Instruction at a Post-Secondary Educational Institution (Ref. School Board Policy 604.6)

Students in grades nine through twelve may receive credits that count toward the graduation requirements set out by the board for courses successfully completed in post-secondary educational institutions at the discretion of the principal.

High school students may attend a post-secondary educational institution during the summer months when school is not in session if the student pays for the courses. Successful completion of the course is determined by the post-secondary educational institution. Upon successful completion of these summer courses, the students may receive credit toward the graduation requirements set out by the board at the discretion of the principal.

The following factors are considered in the determination of whether a student will receive credit toward the graduation requirements set out by the board for a course at a post-secondary educational institution:

- The course is taken from a public or accredited private post-secondary educational institution;
- A comparable course is not offered in the school district. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the board, to a course offered in the school district;
- The course is in the discipline areas of mathematics, science, social sciences, humanities, career tech education, or a course offered in the community college career options program;
- The course is a credit-bearing course that leads to a degree;
- The course is not religious or sectarian; and
- The course meets any other requirements set by the board.

Students who take post-secondary educational courses are responsible for transportation without reimbursement to and from the location where the course is being offered.

The Indianola Community School District is responsible for the cost of up to \$250 per approved post-secondary enrollment course students take during the school year. Students who take courses during the summer months when school is not in session are responsible for the costs of attendance for the courses.

Students who fail the course and fail to receive credit will reimburse the school district for all costs directly related to the course. Prior to registering for the course, students under age eighteen will have a parent sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit for the course. Students who fail the course and fail to receive credit for the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another district, may not be responsible for the costs of the course. The school board may waive reimbursement of costs to the school district for the previously listed reasons. Students dissatisfied with the board's decision may appeal to the AEA for a waiver of reimbursement.

The superintendent is responsible for annually notifying students and parents of the opportunity to take courses at post-secondary educational institutions in accordance with this policy. The superintendent will also be responsible for developing the appropriate forms and procedures for implementing this policy.

Multicultural Gender Fair (Ref. School Board Policy 603.4)

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, color, sex, marital status, national origin, sexual orientation, gender identity, or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Special Education (Ref. School Board Policy 603.3)

The board recognizes some students have different educational needs than other students. The board will provide a free appropriate public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age 21 or to maximum age allowable in accordance with the law. Students requiring special education will attend general education classes, participate in nonacademic and extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student is written in the student's Individualized Education Program (IEP).

Special education students are required to meet the requirements stated in board policy or in their IEPs for graduation. It is the responsibility of the superintendent and the area education agency director of special education to provide or make provisions for appropriate special education and related services.

Children from birth through age 2 and children age 3 through 5 are provided comprehensive special education services within the public education system. The school district will work in conjunction with the area education agency to provide services, at the earliest appropriate time, to children with disabilities from birth through age 2. This is done to ensure a smooth transition of children entitled to early childhood special education services.

At-Risk (Ref. School Board Policy 604.4)

The board recognizes some students require additional assistance in order to graduate from the regular education program. The board will provide a plan to encourage and provide an opportunity for at-risk students to achieve their potential and obtain their high school diploma.

It is the responsibility of the superintendent to develop a plan for students at-risk which provides for identifying students, for program evaluation, and for the training of employees.

Citizenship (Board Policy 603.11)

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students will have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity students are instructed in the elements of good citizenship and the role quality citizens play in

their country, state and school district community.

Annual Notice of Non-Discrimination (Board Policy 102)

Title IX-- *Title IX regulations require recipients to designate a Title IX coordinator, adopt and disseminate a nondiscrimination policy, and put grievance procedures in place to address complaints of discrimination on the basis of sex in educational programs and activities.*

It is the policy of the Indianola Community School District not to 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 have questions or a grievance related to this policy, please contact the ICSD's Title IX Coordinator:

**Ron Lorenz, Assistant Superintendent,
1304 East 2nd Avenue,
Indianola, Iowa 50125,
515-961-9500,
ron.lorenz@indianola.k12.ia.us.**

