

IOLA MIDDLE SCHOOL

STUDENT HANDBOOK

Principal: Brad Crusinbery

Assistant Principal: Matt Baumwart

600 East St.

Iola, Kansas 66749

620-365-4785

### IMS Bell Schedule 6-8 Grades

Period	Regular	Wednesdays
1	8:00-8:55	8:00-8:53
2	8:59-9:50	8:57-9:45
<b>Grab &amp; Go</b>	9:50-10:00	9:45-9:55
3	10:00-10:51	9:55-10:43
4	10:55-11:46	10:47-11:35
5	11:50-1:11 1st lunch: 11:50-12:14 2nd lunch: 12:18-12:42 3rd lunch: 12:46-1:11	11:39-12:54 1st lunch: 11:37-12:02 2nd lunch: 12:04-12:28 3rd lunch: 12:30-12:54
6	1:15-2:06	12:58-1:46
7	2:10-3:01	1:50-2:40
HR	3:05-3:28	

### IMS 5th Grade Schedule

Period	Regular	Wednesdays
1	8:00-9:00	8:00-9:00
<b>Grab &amp; Go</b>	9:00-9:10	9:00-9:10
2	9:10-10:05	9:10-10:05
3	10:05-11:00	10:05-11:00
<b>Recess/ Lunch</b>	Recess: 11:00-11:15 Lunch: 11:15-11:40	Lunch: 11:00-11:25 Recess: 11:25-11:40
4	11:40-12:35	11:40-12:35
5	12:35-1:30	12:35-1:30
<b>Specials</b>	1:30-2:30	1:30-2:30
HR	2:30-3:28	2:30-2:40

**Building Office Hours** - The IMS office will be open from 7:15-4:00.

Students may enter the building at 7:50 and should exit the building by 3:45. Students may make arrangements with a teacher to enter earlier and work in their classroom. Students will have designated areas in which to wait until class begins in the morning.

**Breakfast** - We offer breakfast at two different times in the morning. Breakfast is served in the commons area from 7:30 - 7:55 or a grab and go breakfast is offered between 1st and 2nd hours for 5th grade and between 2nd and 3rd hours for 6th, 7th, & 8th grades.

**Lunch** - Lola Middle School has a closed lunch policy, which requires them to eat at school. Parents may bring lunch in for their student or sign them out through the office to eat elsewhere with an adult for special occasions.

**Meal Payments** - Meal payments can be made at the middle school office.

**Visitors** - All visitors are required to enter through the office and obtain a pass before visiting any other area of the building. Parents are welcome to visit the school at any time. However, if a parent wishes to visit with a teacher they should contact the office to determine the best time. A time can be set before school, after school or during the teacher's planning period.

**Leaving the Building** - Students are NOT allowed to leave school grounds without first being dismissed by the office. Students leaving for appointments must check in/out through the office.

**Harassment and/or Bullying** - We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed atmosphere. At Lola Middle School, we prohibit bullying, hazing/initiations, and harassment in any form on or while utilizing school property.

As stated by KSDE "Bullying" means:

- (A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of: i. Harming a student or staff member, whether physically or mentally; ii. Damaging a student's or staff member's property; iii. Placing a student or staff member in reasonable fear of harm to the student or staff member; or iv. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
- (B) cyberbullying, "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.
- (C) any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying

Students are encouraged to tell school personnel immediately if they feel they are bullied or harassed.

Sexual harassment will not be tolerated in the school district. Sexual harassment is any unwanted attention of a sexual nature. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall be defined as, but not limited to, the following:

- Unwanted sexual advances
- Unwanted sexual contact
- Sexual gestures
- Obscenities or sexual comments

Students are encouraged to report any discrimination or harassment to administration, counselors and/or teachers.

**Lockers** - Each IMS student will be issued a locker. The purpose of the locker is to store coats, books, backpacks and PE clothes. Students are asked to treat their locker and those of others with care and respect. Students will pay for damage done to their locker. Students are responsible for the contents of their locker. **Students should not share their combination with others.** Student lockers are a privilege. If you have a problem with your locker, please report it to the office. Stickers and tape are NOT allowed on the lockers. Students should have no expectation of privacy in their locker, and lockers will be subject to periodic inspections.

**Backpacks, Duffel bag, and Carrier Policy** - Students are to put backpacks, duffel bags, and other carriers in their lockers. These items are to remain in lockers throughout the day.

**Cell Phones / Electronic Devices** - Cell phones, iPod's etc. are to be turned off and kept in lockers between 8:00-3:28.

**Dress Code - Staff maintains the right to determine appropriate attire in the school.**

Guidelines include but are not limited to:

1. Anything considered a distraction to the educational process or presenting a clear and present danger to self or others.
2. No hats, caps, hoods, beanies, or sunglasses are to be worn in school buildings unless previously approved by the administration.
3. Anything containing alcohol, tobacco, or drug-related messages, promoting violence, containing obscenities, or containing sexually suggestive material is unacceptable.
4. Clothing should cover undergarments. Shirts/tops should cover the students mid-section.

**School Busses / Transportation** - All Iola Middle School students are expected to adhere to all guidelines outlined in the student handbook while they are using school provided transportation.

**School Closings** - School Closings will be communicated through the All Call system, local radio and through the School Way app.

**Emergency Drills** - Students will follow procedures for fire, tornado and emergency safety drills as instructed by the teacher.

**Employee Authority** - Teachers have the right to establish their own classroom rules, approved by the administration. Students are under the authority of ANY Lola Middle School employee while in the building or on the school grounds or at any school function. This includes all school employees: administration, faculty, bus drivers, maintenance, food service, etc

### **Student Behavior and consequences**

The following is a list of school wide expectations for all areas of the school, and for all activities.

1. Follow directions the first time given
2. Keep hands, feet, and objects to yourself at all times.
3. Use honest, positive and appropriate language.
4. Be punctual, prepared and productive.
5. Display a respectful attitude.

Through the consistent use of Larry Thompson's "Give 'Em 5" discipline model our goal is to keep students in the classroom. Removing students from the classroom should be viewed as a last result.

**Detentions** - Classroom teachers are responsible for the assigning of detentions for minor classroom disturbances, violations of classroom rules, non-compliance etc. The staff member assigning the detention will be responsible for contacting the student's parent/guardian within 48 hours. Detentions will be 30 minutes in length. All detentions will be served in the detention room (unless the classroom teacher requests otherwise). Detentions will be served within 3 days of being assigned. If the student does not serve the detention by its deadline, the time is doubled. If the detention is still not served, Friday Night School will be assigned.

**Friday Night School** - Friday Night School is an alternative consequence for some infractions. Sessions run from 3:35 - 5:30 pm on Fridays. Failure to serve will result in in-school suspension.

### **Suspensions**

**In School Suspension (ISS)** - In School Suspension may be used as a consequence for infractions or when a student needs to be removed from a regular classroom environment but does not merit out-of-school-suspension

**Out of School Suspension (OSS)** - A suspension may be for a short term not exceeding 10 school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not less than 90 and not to exceed 180 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year. Students

suspended out of school for a short term (10 days or less) may make up missed work for credit. Students who choose to make up their work must gather homework and assignments before or after school in the office during a suspension. Failure to collect the work by the student is waiving the opportunity to make up the work.

**Academic Integrity** - Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources, such as pictures and video are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the following consequences:

1st offense: Reduced grade for that test/assignment and detention.

Further offenses: No credit for that test/assignment and Friday night school.

**Homework** - Homework is a part of the educational program at IMS and will be assigned with consideration to the maturity level of the student and the organization of the classroom. Teachers are responsible for ensuring that students understand their assignments. IMS teachers understand that family time is important. Parent/guardians are asked to assist the staff by ensuring that their students have a quiet area at home so that children can do their best on their assignments.

**Grade Scale -**

**6th - 8th grades**

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F 0-59%

I - Incomplete, primarily due to missing work from excused absences

**5th Grade Standards Based Grade Card**

4	Consistent	90-100
3	In Progress	75-89
2	Developing	60-74
1	Needs Improvement	0-59

**Attendance** - Regular attendance at school is extremely important. Teachers can never recreate the exact learning environment when a student misses instructional time. When a student is absent it is the responsibility of the parent/guardian to call IMS (365-4785) on the day of the absence. This call should be made before 9:00 am. If contact has not been made with the office the student will be marked unexcused. A maximum of 9 absences per semester may be excused by the parent. Beyond that, a doctor's note is required to classify absences as excused. If a doctor's note is not provided it will be marked as unexcused. When a student's unexcused absences meet mandatory reporting requirements, a letter will be mailed to the parent and a Truancy Report will be filled with the Allen County Truancy Office and the Allen County Attorney's Office.

By Kansas Statute 72-1111, all children between the ages of 7 and 18 are required to attend school on a regular basis. K.S.A. 72-1111 defines a non-compliant student to be one who is inexcusably absent from school for: three consecutive days; or five days in any school semester; or seven days in any school year, whichever occurs first.

**Tardy Policy** - Students are allowed 4 minutes to pass from class to class. Students will serve a lunchtime detention for every 3rd tardy. This means they will get their food and report to the lunch detention room until their lunch period is completed.

**Activity Participation and Eligibility** - Kansas State Activities Association rules state that students must be a student in good standing to be eligible to attend or participate in extracurricular activities that day. School policy requires student to be in attendance a minimum of half of the school day to be eligible for a contest held that day. Eligibility for extracurricular activities at IMS is based on academic performance and conduct. Eligibility will be determined for each quarter by the GPA of the previous quarter. A grade point average of 2.0, with no "F", must be maintained on each nine week grading report. During the athletic season, grades will be monitored on a weekly basis.

**Step 1:** The first week a student is on the F list (1 or more F's) they are on warning. The student will be given the opportunity to correct the academic situation

**Step 2:** The second week a student is on the F list (1 or more F's) they will be ineligible to participate in extracurricular activities for that week, but allowed to practice. They will remain on Step 2 until they have raised all grades to a passing level. Once a student removes themselves from the F list (1 or more F's) they will begin at Step 1 if they earn another failing grade.

This does apply to all activities at Iola Middle School as well as athletics.

## **Technology**

### **Acceptable Use Guidelines for Students and Staff**

Iola USD 257 provides access for students and staff to technology resources that include, but are not limited to; computers, printers, software, online resources through the Internet, and district email communication. The school district provides these technology resources for educational purposes only. The use of technology provided by USD 257 is a privilege, not a right.

### **Users must**

Agree to use technology for only lawful and school related purposes.

Respect the privacy of others.

Not view, use, or copy passwords or data to which they are not authorized.

Not distribute private information about others or themselves.

Not contact host sites which contain content that is considered by staff or administration to be inappropriate at school (such as social networking, hacking, pornography, illegal, harmful, etc.). It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyberbullying awareness and response.

Respect the integrity of the networks; users agree that the computer systems are set up by the system administrator and are not to be altered in any way.

Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).

Display appropriate conduct, and observe the conventions of "netiquette" as explained by staff.

Respect and protect the intellectual property of others.

Not infringe copyrights to software programs, books, data, articles, photography, music, games, artwork, etc.

Not plagiarize.

Adhere to printing, file-saving, and email distributions as directed by staff.

### **Vandalism**

Vandalism is defined as any malicious attempt to harm or destroy equipment, software and data of another user, the Internet, or any of the above listed agencies or other networks. This includes, but is not limited to, the uploading or creation of computer viruses. Any intentional destruction of equipment or software may result in, but is not limited to, user reimbursement to the district, suspension of rights to access district technology, and student disciplinary action.

### **Software Purchasing/Copyright Policy**



All software will be installed in compliance with copyright and licensing regulations. Staff and students will under no circumstances install or access software not approved by the district technology department. This includes but is not limited to: personal software, downloaded/freeware software, or another individual's classroom software or personal software. All software will be installed by the technology department. Under no circumstances will software be installed without the approval of the technology department.

### **Hardware Purchasing/Use Policy**

All technology hardware or equipment will be purchased with the approval of the technology department. Under no circumstances will staff or students remove hardware or equipment from its current location without the approval of the technology department.

### **Personal Hardware**

Possession of personal electronic devices on school campuses, at school sponsored activities and while the student is under the supervision and control of school district staff is permitted. These devices will not be connected to the district internal network or their own network while on school property. Traffic will be limited to the guest network where available. Students, staff, and guest who use personal electronic devices to connect to USD 257 guest network agree to abide by the USD 257 Technology-Internet Acceptable Use Policy. Any student or staff member possessing a personal electronic device is responsible for its care. The district is not responsible for preventing theft, loss, damage, or vandalism to personal electronic devices brought onto its property.

### **Supervision and Monitoring**

School and network administrators and their authorized staff monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy.

Administrators reserve the right to examine, use, and disclose any data including email found on the school's information networks in order to further the safety, discipline and security of any student or other person.

### **Protection of Personal Passwords**

Users will protect their passwords and help to maintain the security of the network, (including wireless labs' encrypted passwords). Passwords should not be posted on computers because this undermines network security. Accounts and passwords may be terminated at any time for any reason by the superintendent or his designee or the authorized technical and information services administrator. The user shall not give personal information of students or staff, including name, password, etc., to others. A teacher giving his/her password to a student may be denied future network privileges and may be disciplined, in addition to losing his/her privileges of access and use of the system. A teacher shall not give access to students to the Student Information System (PowerSchool) for any reason for student confidentiality.

### **Consequences for Violation**

Inappropriate use will result in disciplinary action, including but not limited to immediate termination of access and other privileges relating to technology use.

**Virtual School Students** - Any 7th & 8th grade students utilizing the USD 257 virtual school must adhere to the policies laid out in the handbook. Contact IMS administration for more information.

### **IMS Fees:**

Activity Ticket	\$8.00
Yearbook	\$20.00
Technology	\$20.00

Note: Fees are subject to change by Board of Education actions.

### IMS Athletics Schedule Dates and Times are subject to change.

#### **Cross Country**

<b>Date</b>	<b>Location</b>	<b>Time</b>
8/31/17	Garnett Country Club	3:15
9/14/17	Parsons Middle School	4:00
9/19/17	Iola Middle School	4:00
9/28/17	Central Heights	4:00
10/3/17	Eureka	4:00
10/12/17	Wellsville	TBA

#### **Volleyball**

<b>Date</b>	<b>Opponent</b>	<b>Location</b>	<b>Time</b>
8/31/17	Garnett	Garnett	4:00
9/5/17	Wellsville	Wellsville	4:00
9/11/17	Osawatomie	Iola	4:00
9/14/17	Pittsburg	Pittsburg	3:30
9/16/17	Burlington Tournament	Burlington	TBA
9/18/17	Prairie View	Iola HS	4:00
9/21/17	Burlington	Iola HS	4:00
9/23/17	IMS "Net Games" 7th grade	Iola HS	8:30
9/25/17	Carbondale-Santa Fe Trail	Carbondale	4:00
9/28/17	Chanute	Iola	3:30

9/30/17	League Tournament	Osawatomie	TBA
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**Football**

<b>Date</b>	<b>Opponent</b>	<b>Location</b>	<b>Time</b>
8/31/17	Osawatomie	Osawatomie	4:00/5:30
9/7/17	Ft. Scott	Iola	4:00/5:30
9/14/17	Garnett	Garnett	4:00/5:30
9/21/17	Carbondale-Santa Fe Trail	Iola	4:00/5:30
9/28/17	Prairie View	Iola	4:00/5:30
10/5/17	Burlington	Burlington	4:00/5:30
10/12/17	Wellsville	Iola	4:00/5:30

**Girls Basketball**

<b>Date</b>	<b>Opponent</b>	<b>Location</b>	<b>Time</b>
10/19/17	Garnett	Iola	4:00
10/23/17	Wellsville	Wellsville	4:00
10/30/17	Carbondale-Santa Fe Trail	Carbondale	4:00
11/2/17	Garnett	Garnett	4:00
11/6/17	Burlington	Iola	4:00
11/9/17	Wellsville	Iola	4:00
11/14/17	Prairie View	Prairie View	4:00
11/16/17	Osawatomie	Iola	4:00
11/27/17	Osawatomie	Osawatomie	4:00
11/30/17	Burlington	Burlington	4:00
12/2/17	Burlington Tournament	Burlington	10:00
12/4/17	Prairie View	Iola	4:00
12/7/17	Carbondale-Santa Fe Trail	Iola	4:00

**Wrestling**

<b>Date</b>	<b>Opponent</b>	<b>Location</b>	<b>Time</b>
11/2/17	Burlington	Burlington	4:00
11/7/17	Iola Tournament	Iola HS	3:45
11/9/17	League Tournament	Wellsville	3:30
11/14/17	Independence	Independence	3:30
11/16/17	Carbondale-Santa Fe Trail	Carbondale	
11/20/17	Chanute	Chanute	3:30

**Boys Basketball**

<b>Date</b>	<b>Opponent</b>	<b>Location</b>	<b>Time</b>
1/4/18	Carbondale-Santa Fe Trail	Carbondale	4:00
1/6/18	Wellsville	Iola	9:00
1/8/18	Garnett	Garnett	4:00
1/11/18	Burlington	Iola	4:00
1/16/18	Wellsville	Iola	4:00
1/18/18	Prairie View	Prairie View	4:00
1/22/18	Osawatomie	Iola	4:00
1/25/18	Burlington	Burlington	4:00
1/27/18	Humboldt & Pittsburg	Iola	9:00
2/1/18	Osawatomie	Osawatomie	4:00
2/5/18	Prairie View	Iola	4:00
2/8/18	Carbondale-Santa Fe Trail	Iola	4:00
2/15/18	Garnett	Iola	4:00
2/19/18	Wellsville	Wellsville	4:00

**Golf**

<b>Date</b>	<b>Opponent</b>	<b>Location</b>	<b>Time</b>
4/2/18	Pittsburg Invitational	Pittsburg	3:00
4/4/18	Iola Invitational	Iola	3:00
4/11/18	Coffeyville Invitational	Coffeyville	3:00
4/16/18	Jayhawk Lynn Invitational	Mound City	3:00
4/18/18	Garnett	Iola	3:00
4/19/18	Caney Valley	Iola	1:00
4/23/18	Royster Invitational	Chanute	3:00
4/25/18	Royster	Chanute	3:00
4/26/18	Parsons Invitational	Parsons	1:00

**Track**

<b>Date</b>	<b>Opponent</b>	<b>Location</b>	<b>Time</b>
3/29/18	Humboldt	Humboldt	3:30
4/3/18	Garnett, PV, Burlington	Iola	3:30
4/10/18	Iola Invitational	Iola	10:00
4/12/18	Girard Invitational	Girard	1:00
4/17/18	Garnett	Garnett	3:30
4/27/18	Burlington Invitational	Burlington	10:00
5/3/18	League Tournament	Santa Fe Trail	2:00