

School Hours

Classes begin at 8:00 a.m. The regular school day will end at 3:28 p.m. Wednesday's will be early-release days with school being dismissed at 2:40 p.m. It is imperative that students arrive to school and to each class on time. Punctuality is an important life skill that is enforced at the middle school.

Attendance

Regular attendance at school is important. Teachers can never recreate the exact learning environment when a student misses instructional time. Attendance at school is required by the law. No student can afford to be gone extensively. However, when it is necessary for a student to be absent, the parent/guardian is to notify the office, either by written note or telephone call, in order for the student to be excused. When the school does not receive notice of the absence, the absence will be considered unexcused. One day will be allowed to make up work for each excused absence.

Kansas State Activities Association rules state that students must be a student in good standing to be eligible to attend or participate in extra-curricular activities that day. School policy requires students to be in attendance a minimum of half of the school day to be eligible for a contest held that day. School Administration must rule on individual situations.

Truancy

Iola Middle School is obligated by state law to report any student who is truant to the Allen County Attorney. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever ever comes first. The student will serve Saturday School for every unexcused absence.

Saturday School

Saturday School will be held from 8:00a.m –12:00 noon on Saturday mornings. Saturday School will be assigned for every unexcused absence, unserved detentions, multiple detentions, excessive tardies, excessive absences, or other disciplinary reasons. Students assigned to Saturday School **MUST** attend and complete the assigned time successfully. **Failure to do so will result in a two-day In-School Suspension.**

Tardiness

Students are allowed 4 minutes to pass from class to class. That is plenty of time in a building this size. Tardiness in each class (per semester) will be penalized as follows:

- 1st tardy = warning
- 2nd & 3rd tardy = 20 minute detention
- 4th tardy = 40 minute detention
- 5th tardy and beyond = Sat. School

Leaving School

Once on school grounds, students are NOT to leave school while it is in session without permission from the school office. Students leaving for appointments must check in/out through the office.

Breakfast

Breakfast is served from 7:30-7:55 a.m. in the commons area. Students who are eating breakfast are to enter the south doors. No food is to leave the dining area.

Lunch

Iola Middle School has a closed lunch period. Students are to remain at school and eat in the commons area. Parents are welcome to take their student(s) out for lunch; however, students' parents need to talk to school administration to arrange a time. The students need to return in time for class. Lunch money is to be turned into the office. All students are expected to do their part in helping to keep the cafeteria clean.

Behavioral Expectations

IMS will provide each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his/her actions, poor manners, or lack of consideration. Rules and regulations are developed by each team and elective class and enforced with this thought in mind. School rules apply on the bus, school grounds and at any event where our school is represented, regardless of location.

- Be positive and have a sense of humor.
- Be respectful of yourself, others, and property.
- Be involved and always do your best.
- Be in class on time and prepared.
- Be honest with yourself and others
- Be safe and stay healthy.

Staff Authority

Students at Iola Middle School are under the authority of ANY and ALL staff during the school day and at any school activity or event. Any student who is insubordinate to a staff member is subject to immediate disciplinary action by the staff member in charge and/or the Administration.

Student Dress

Proper dress and grooming are a necessary part of a safe and orderly environment. The goal is to maintain the best learning situation possible, and the rights of the students to dress and groom themselves as they please will be recognized, as long as doing so does not interfere with the learning environment.

- Clothing such as halter tops, spaghetti- straps, muscle shirts, net shirts, or shirts that bare the mid-riff are not acceptable attire.
- All forms of lettering or pictures on shirts will be acceptable if in good taste. Lettering or pictures advertising alcoholic beverages, tobacco or drugs, or the exploitation of immorality is not considered in good taste.
- Wearing articles such as hats, caps, scarves, hoods, sunglasses, etc. will not be allowed in the building, unless previously authorized by the administration.

Students are encouraged to keep a sweater in their locker to wear to class on chilly days.

- Jeans or pants will be worn at waist level. Pajama pants are not allowed.
- **Shorts, skirts, and dresses will not be shorter than where the index finger rests when arms are along the side of the body.**
- Students wearing styles or articles of clothing which are disruptive to the educational environment will be asked to change.

School Property

Your parents/guardians and all taxpayers are legally required to pay taxes that build and maintain the Public School System. Therefore, Students will be responsible for the replacement costs of any property maliciously damaged or destroyed.

2016-2017 Iola Middle School Discipline Program

Office Referral Level System

In order to facilitate students taking more responsibility for their behavior, IMS is implementing a behavior procedure that will encourage more positive interaction between student and staff that hopefully will result in a resolution that is acceptable to all parties.

Level 1

Minor situations that are resolved with positive interaction between teacher/staff and student. The immediate compliance and resolution of this situation would warrant no further consequences.

Level 2

Situations where the initial interaction between teacher/staff and student did not result in compliance, but further interaction does result in a resolution.

The teacher can assign detention time for non-compliance. Resolution and compliance before the need to be sent to the office is the goal.

Level 3

Office referral, due to continued non-compliance, and failure to reach a resolution with teacher/staff or due to a situation that is serious enough for immediate referral.

When referred to the office, the student will be placed in the Recovery Room for personal reflection of their behavior and successful resolution with staff. The student will remain in Recovery until resolution is achieved. Assignments will be given to the student at the time of resolution or at the end of each day in Recovery.

Level 4

Referral to the office for violations that require more severe consequences and/or involvement of Police.

Level 4 violations may result in CSR assignment, 1-10 days of Out-Of-School Suspension, Disciplinary Hearing for extended term suspension or expulsion.

Examples of Level 4 Referrals:

Tobacco, fighting, cursing towards a teacher, stealing, damage to school property, alcohol, weapons, drugs, battery of staff. Police will be involved when the situations warrants.

Suspension Policy

As per Kansas State Law, students may be suspended from Iola Middle School for any of the following reasons

- 1) Willful violation of any published regulation for student conduct adopted or approved by the Board of Education.
- 2) Conduct which substantially disrupts, impedes, or interferes with the operation of school.
- 3) Conduct which substantially infringes upon or invades the rights of others.
- 4) Disobedience of an order from a teacher, officer, or any other school authority.

Students serving Recovery Room or Out-Of School Suspension time are ineligible for any and all school activities during that suspension. Schoolwork will be received, and must be turned in upon return to school in order to be counted.

Detentions

Detentions will be assigned for tardiness, minor classroom disturbances, coming to class unprepared, violations of classroom rules, and other reasons as determined by the classroom teacher or Administration. Detention time will be 20 or 40 minutes in length. All detentions will be served in the detention room (unless the classroom teacher requests otherwise). Detention time must be served within two days after it is assigned. If a student does not serve the

detention by its deadline, the time is doubled. If the detention is still not served, Saturday School will be assigned.

Controlled Study Room (CSR)

Students will be assigned to CSR for more serious violations of classroom and building rules. They will receive their assignments and their attendance counts. Students assigned to 3 or more days in CSR are not allowed to participate in any extra-curricular activities during that week.

Students assigned to CSR will not be allowed to attend extra-curricular activities during the day(s) of the suspension.

Plagiarism and Cheating

Cheating means copying someone else's homework, written assignment, or test, allowing someone to copy yours, or having someone else do your work for you.

Plagiarism, a form of cheating, means using someone else's work and presenting it as your own. If you do use someone else's work, you must give credit to that person or source.

If a teacher detects cheating in any form, the teacher may, after consulting with administration, and depending on severity of the infraction

- reduce the grade for that homework, assignment, or test
- give no credit for that work

Cheating or plagiarism incidents may result in Saturday School, with a required assignment to be completed.

Harassment Policy

Harassment of any kind toward a member of the IMS school community will not be tolerated. Harassment refers to any action or words that make a person feel uncomfortable, hurt, or fearful. Anyone who believes he or she is being harassed should report the situation to the school counselor.

Withdrawals and Transfers

The day before a student plans to withdraw or transfer from Lola Middle School, his/her parent(s) **MUST** contact the Administration to explain the situation. All school and library books are to be returned, and any fines paid prior to clearance being issued.

Emergency Procedures

When an alarm for an emergency is given, all persons should move in an orderly manner to the prescribed exits.

The fire alarm is a long, loud, shrill bell.

The storm alert is a continuously ringing bell.

Intercom directions will announce:

Lock-Down and/or Evacuation

Lockers

Each IMS student will be issued a locker. The purpose of the locker is to store coats, books, book bags and PE clothes. It is important that locker combinations not be shared. Student lockers are provided for convenience, and it is a privilege to have them. If you have a problem with your locker, please report it to the office immediately. Stickers/tape are not allowed. Magnets only. **Students have no expectation of privacy in their locker, and lockers will be subject to periodic inspections.**

Cell Phones

Cell phones are to be OFF and IN YOUR LOCKER once you are in the building. **Violations will result in Saturday School assignment or a "Turn-in Week".**

Other electronic devices and non-school items are NOT to be in the classroom unless with teacher approval. They may be kept in lockers and bookbags for use after school hours.

IMS Fees

Activity Ticket	\$5.00
Yearbook- gr. 5-6	
Yearbook – gr. 7-8	\$25.00

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

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 insuring that students understand their assignments. IMS teachers understand that family time is important. Parents/guardians are asked to assist the staff by insuring that their students have a quiet area at home so that children can do their best on homework assignments.

Grading

The following system is used at IMS.

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.

Academic Recognition

All academic awards are awarded on the nine-week grades. Recognition is based on grade point average. After grade cards are issued, recognition will be given for a Principal's Honor Roll, and a Regular Honor Roll.

Visitors

All visitors are required to sign-in at the office, and obtain a pass before visiting any area of the building. Please be sure to sign out and return visitor passes when leaving.

School Phone

A student may use a school phone for official contact with their parents. All other arrangements, such as going to a friend's house, shall be made at home.

Buses

Buses will load and unload before and after school on the east side of the building.

Before school, 6th grade students will report to the east side of the building and 7/8th graders will report to the front of the building.

School Activity Transportation

A student who is a member of a school-sponsored activity is expected to ride the district provided transportation to and from the activity. Students requesting to be released may only be released to their parent or guardian. Parents or guardians should go to the sponsor and provide a **written** formal request for the release of their son or daughter.

Extra-curricular Activities

Personal benefits from being a team member and/or participating in extra-curricular activities help to develop the respect for the rights of others, a cooperative spirit, a sense of responsibility, loyalty, and honesty. All eligible students at Lola Middle School are welcome to participate in extra-curricular activities. These activities include our sports, intramurals, Scholars' Bowl, school trips, special programs, school dances and parties.

Eligibility for extra-curricular 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 checked each Friday. A grade of "F" will result in ineligibility for one week.

To be eligible, a student must meet school **and** state standards.

It is the goal of this school to have **ALL** students involved in extra-curricular activities of one kind or another.

2016-2017 Athletic Schedule

Volleyball

Seventh and Eighth graders play an interscholastic schedule.

Sept 01	Iola	4:00
Sept 06	@Wellsville	4:00
Sept 12	@Osawatomie	4:00
Sept 15	Pittsburg	3:30
Sept 17	@Burlington	9:00
Sept 19	@Prairie View	4:00
Sept 22	@Burlington	4:00
Sept 22	@Garnett	3:30
Sept 24	Iola Net Games	8:30
Sept 26	Santa Fe Trail	4:00
Sept 29	@Chanute	3:30
Oct. 01	League @ Burlington	

Football

Seventh and eighth grade participate in an interscholastic schedule.

Sept 01	Osawatomie	4:00
Sept 08	@Ft. Scott	5:00
Sept 15	Garnett	4:00
Sept 22	@Santa Fe Trail	4:00
Sept 29	@Prairie View	4:00
Oct 06	Burlington	4:00
Oct 13	@Wellsville	4:00

Cross Country

Seventh and eighth grade participate in an interscholastic schedule.

Sept. 01	@Garnett	4:00
Sept. 20	Iola	4:00
Sept. 29	@Central Heights	4:00
Oct. 04	@Eureka	4:00
Oct. 13	Pioneer League	TBA

Wrestling

Seventh and eighth grade participate in an interscholastic schedule.

Nov. 03	@Burlington	4:00
Nov. 05	League@Garnett	9:00
Nov. 08	Iola Tournament	3:30
Nov. 15	@Independence	3:30
Nov. 19	@Coffeyville	8:30
Nov. 21	@Chanute	3:30

Basketball

Seventh and eighth grade play an interscholastic schedule.

Girls Basketball

Oct. 20	@Garnett	4:00
Oct. 25	Wellsville	4:00
Nov. 01	Santa Fe Trail	4:00
Nov. 03	Garnett	4:00
Nov. 08	@Burlington	4:00
Nov. 10	@Wellsville	4:00
Nov. 15	Prairie View	4:00
Nov. 17	@Osawatomie	4:00
Nov. 29	Osawatomie	4:00
Dec. 01	Burlington	4:00
Dec. 03	@Burlington	10:00
Dec. 05	@Prairie View	4:00
Dec. 08	@Santa Fe Trail	4:00

Boys Basketball

Jan. 05	Santa Fe Trail	4:00
Jan. 07	@Wellsville	9:00
Jan. 09	Garnett	4:00
Jan. 12	@Burlington	4:00
Jan. 17	@Wellsville	4:00
Jan. 19	Prairie View	4:00
Jan. 23	@Osawatomie	4:00
Jan. 26	Burlington	4:00
Jan. 28	Humboldt	9:00
Feb. 02	Osawatomie	4:00
Feb. 06	@Prairie View	4:00
Feb. 09	@Sante Fe Trail	4:00
Feb. 16	@Garnett	4:00
Feb. 20	Wellsville	4:00

Track

Track is for seventh and eighth grades. There are both girls' and boys' teams that participate in an interscholastic schedule. The schedule is tentative.

March 30	@Humboldt	3:30
April 04	@Garnett	4:00
April 11	Iola Inv	10:00
April 13	@Girard Inv	1:00
April 18	Iola	4:00
April 28	@Burlington Inv	10:00
May 04	League @Prairie View	2:00

Golf

Any seventh or eighth grade student may be a member of the golf team. The interscholastic schedule is tentative.

April 03	@Pittsburg	3:00
April 05	Iola	3:00
April 06	Iola	3:00
April 12	@Coffeyville	3:00
April 17	@Jayhawk-Linn Inv	3:30
April 19	@Garnett	3:00
April 20	@Caney Valley	1:00
April 24	@Chanute	3:00
April 27	@Parsons	1:00